



AGENDA
COUNCIL MEETING
DECEMBER 17, 2019
LISBON TOWN OFFICE
7:00 P.M.

Town Council

Allen Ward, Chair
Norm Albert, Vice Chairman
Donald Fellows
Jeffrey Ganong
Kasie Kolbe
Fernand Laroche, Jr.
Mark Lunt

1. CALL TO ORDER & PLEDGE TO FLAG

2. ROLL CALL

___ Councilor Albert ___ Councilor Fellows ___ Councilor Ganong ___ Councilor Kolbe
___ Councilor Laroche ___ Councilor Lunt ___ Councilor Ward
Town Clerk reading of meeting rules

3. GOOD NEWS & RECOGNITION

2019-229 ORDER – Proclamation for Lisbon High School Football Team

4. PUBLIC HEARINGS

- A. Junkyard Permit for Huston's Auto Salvage
- B. Junkyard Permit for Campbell's Used Auto Parts
- C. Chapter 2, Article V, Division 2 Finance Committee Sections 505 to 509
- D. Chapter 46, Article V, Section 46-133 & 134 Access Management
- E. Special Entertainment Permit for the Coombs Mountfort American Legion Post #158
- F. Special Entertainment Permit for the Slovak Catholic Association

5. AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS

6. CONSENT AGENDA

2019-230 ORDER –

A. Municipal Accounts Payable & Payroll Warrants -

#12112019	\$ 5,676.54	#	\$
#	\$	#	\$
#	\$		

B. School Accounts Payable & Payroll Warrants -

#19	\$ 586.42	#1035	\$ 335,496.14
#1036	\$ 13,071.13	#1037	\$ 374,125.86
#1038	\$ 87,073.12	#2010	\$ 250,752.93

C. Minutes of December 10, 2019

D. Renewal Automobile Graveyard Permits for Campbell's Used Auto parts and Huston's Auto Salvage

E. Renewal Special Entertainment Permits & Liquor Licenses for Coombs Mountfort and the Slovak Catholic Assoc

F. PSAP Agreement

G. Set a Public Hearing on January 21 for a Medical Marijuana Establishment License for Lisbon Cannabis Company

H. CMP Pole Permit for Pole # 3.1 on Avery Street

7. COUNCIL ORDERS, RESOLUTIONS, & ORDINANCES

2019-231 ORDER – Waiver of Foreclosure

2019-232 ORDER – Chapter 2, Article V, Division 2 Finance Committee Sections 505 to 509 – Second Reading

2019-233 ORDER – Chapter 46, Article V, Sections 46-133 & 134 Access Management – Second Reading

2019-234 ORDER – Solicit Bids for WWTP Generator

2019-235 ORDER – Maine Municipal Bond Bank Application

2019-236 ORDER – Public Works Equipment Purchase

8. OTHER BUSINESS

A. Council Committee Reports:

- | | |
|---|-----------------------------------|
| 1. School (Councilor Albert) | 5. Recreation (Councilor Kolbe) |
| 2. Planning Board (Councilor Ward) | 6. County Budget (Councilor Ward) |
| 3. LDC (Councilor Laroche) | 7. Library (Councilor Lunt) |
| 4. Conservation Commission (Councilor Ward) | |

B. Town Manager's Report

C. Department Heads Written Reports

D. Water Department Update

E. EMA Update

F. Finance Director Update(Budget & Audit)

G. Fire Department Update(Inspections)

H. Review of Council Achievements

9. APPOINTMENTS

2019-238 ORDER – Assessment Review Board – 2Yr Term to 2020 Vacancy

2019-239 ORDER – Lisbon Development Committee – 2Yr Term to 2021 Vacancy & Bret Richardson, ECD Dir

2019-240 ORDER – Recreation Committee – 3Yr Term to 2022 Vacancy

2019-241 ORDER – Board of Appeals (Exec session) 3Yr Term to 2022 Vacancy

2019-242 ORDER – Planning Board - Regular Member – 3Yr Term to 2022 Vacancy

2019-243 ORDER – Planning Board- Associate Member – 3Yr Term to 2022 Vacancy

2019-244 ORDER – CDBG Downtown Revitalization & Façade Grant Advisory Committees & Commercial Revolving Loan Committee – Bret Richardson, ECD Director

2019-245 ORDER – Council Committee Assignments

10. COUNCIL COMMUNICATIONS

11. AUDIENCE PARTICIPATION & RESPONSE NEW ITEMS

12. EXECUTIVE SESSION

2019-246 ORDER – Per 1 MRSA Section 405 (6) (A) Personnel Matters

13. ADJOURNMENT

2019-247 ORDER – To Adjourn

SUMMARY OF LISBON COUNCIL MEETING RULES

This summary is provided for guidance only. The complete council working rules may be found on the town website www.lisbonme.org on the Town Officials, Town Council page.

The meeting agenda is available from the town website under Council Agendas and Minutes.

1. Please note the order that agenda items may be acted upon by the Council, however, if necessary, the Council may elect to change the order of the agenda.
2. The Council Chairman presides over the meeting. When the Chairman is not present, the Vice Chairman serves that function. The chair shall preserve decorum and decide all questions of order and procedure subject to appeal to the town council.
3. Public comment is not typically allowed during Council workshops. There may be occasions where public comment may be recruited, but normally, workshops are reserved for Council members to discuss and educate themselves on a variety of issues facing the Town. Prior to the conclusion of a workshop, if time permits, the chair may allow questions from the public.
4. During audience participation, anyone wishing to address council will wait to be recognized by the chair before beginning any remarks. Audience members will move to the lectern to address council, and shall provide name and address prior to addressing the council.
5. Note that "Consent Agenda" items (if there are any) are acted upon first, voted upon as a group, and will most often be voted on without discussion as these items often involve "housekeeping" issues (such as minor parking changes). On occasion "Consent Agenda" items are separated out as stand-alone action items by the Council to allow for more discussion.
6. Public comment on agenda items. General comments on agenda items should be made during audience participation. After introduction of an agenda item, appropriate motions, and time for explanation and council questions, the public may be allowed to comment on that agenda item at the discretion of the chair. During that period of time, the public comment shall address only the agenda item before council.
7. Action on agenda items. As each item on the agenda for any meeting is brought to the floor for discussion:
 - a. The town clerk reads the agenda item and the action being requested of council.
 - b. The sponsor of each item or, if there is no council sponsor, the town manager, or town staff, shall first be allowed to present their initial comments for consideration by the public and councilors.
 - c. Following this introduction of the issue, there will be time devoted to any questions of the sponsor or the town manager or staff regarding the agenda item which any councilor may have which would help to clarify the question presented by the agenda item. The chair may allow questions from the public during this time however; no debate or discussion of collateral issues shall be permitted.
 - d. When authorized by the chair, any additional public comment shall be no longer than two minutes per person and must be to request or furnish new or undisclosed information or viewpoints only.
 - e. Once an agenda item has been explained and clarified by any questioning, the discussion on the specific agenda item will remain with the council. Additional public comment, prior to final council vote; will only be allowed at the chairman's discretion.
8. New business is for the council to receive input on town matters not on the agenda for that meeting. It is not intended, nor shall it be construed as an opportunity for debate of previous agenda items or reinforcement of a point made by another speaker. Comments shall be to furnish new or undisclosed information or viewpoints and limited to a time period of two minutes or less and shall be directed through the chair.
9. If an "Executive Session" is conducted by the Council, State Statute prohibits public attendance for any discussion of the action to be addressed by the Council. Any action taken by the Council on any "Executive Session" matter must be acted upon in a public meeting, and may occur at the end of the "Executive Session" (which has no time element relative to the length of the discussion involved in the "session").



Town of Lisbon

Diane Barnes
Town Manager

Town Council
Norm Albert, Vice Chair
Kasie Kolbe
Jeffrey Ganong
Donald Fellows
Fernand Larochelle, Jr.
Mark Lunt
Allen Ward, Chair

MEMO

To: Town Council
From: Diane Barnes, Town Manager
Subject: Recommendations
Date: December 17, 2019

Agenda Item 2019 –231 Waiver of Foreclosure

The Treasurer is recommending that Council waive foreclosure of the following properties to avoid acquiring property that may be burdensome, for example run-down or dilapidated. Automatic foreclosure can be waived by a vote of the municipality's legislative body, giving the Treasurer the authority to record a waiver of foreclosure in the Registry of Deeds (36 MRS § 944). MMA tax lien.

#4571	Derek Corliss	7 Marc Drive
#3177	Amanda Dyer	10 Whispering Pines
#4518	Miller Industries, Inc.	18 Mill Street
#4519	Miller Industries, Inc.	19 Mill Street
#4520	Miller Industries, Inc.	15 Mill Street
#4521	Miller Industries, Inc.	11 Upland Street
#4524	Miller Industries, Inc.	10 Mill Street
#1424	Charles Cox	18 Lisbon Street

Recommendation

Authorize the Treasurer to record a waiver of foreclosure in the Registry of Deeds for the above listed properties.

Agenda Item 2019 – 234 Solicit Bids for WWTP Generator

In the Capital Improvement plan for this year, we have a generator listed for the Wastewater Treatment Plant. With approval, We would like to solicit bids for the purchase and installation of a generator with an automatic transfer switch that is capable of running the entire wastewater treatment plant during an outage/emergency. We are still working on the bid-spec so at this time we anticipate advertising in January for a spring installation.

The treatment plant has never had a generator that is capable of running the entire facility during an outage. Currently a portable generator that is used for backup power at the pump stations that do not have an on-site generator is used at the treatment plant. The portable generator is only capable of providing power to the administration building, this so the effluent disinfection system stays operational. The remainder of the treatment plant is without power for the duration of an outage. Funding for this generator would come from the WWTP carried forward funds. The reserve account has approximately \$333,000 in available funds.

Recommendation

To authorize the WWTP Superintendent to solicit bids for a generator to operate the Treatment Plant during a power failure.

Agenda Item 2019 – 235 Authorization to Submit MMBB Application

On November 5, 2019 the voters approved a \$1,500,000 referendum question to bond funds to reconstruct and improve Pinewoods Road. We are requesting permission to submit an application for funding through the Maine Municipal Bond Bank. The application deadline is Wednesday, February 12, 2020. Schedule as follows:

Application approval 3/18/2020
Preliminary opinions and loan agreements due from bond counsel of each borrower 4/6/2020
MMBB pricing 4/20/2020 & 4/21/2020
MMBB sale meeting 4/22/2020
Final documents due from bond counsel 5/11/2020
Pre-Closing 5/20/2020
Closing-bond proceeds available 5/21/2020

Recommendation

Authorize the Town Manager and Finance Director to submit an application to the MMBB for a \$1,500,000 bond for the reconstruction and improvements to Pinewoods Road.

Agenda Item 2019 – 236 Public Works Equipment Purchase

The Public Works Director is requesting approval to purchase a gravel screen in the amount of \$7,300.00. The current screen is no longer useable and would be too costly to repair. This item was not included in the current budget but can be funded from the remaining balance in the equipment vehicle and rental accounts.

We received the following quotes for a gravel screen:

Damboise Garage	\$7,300
Lindsco Equipment & Fabrication	\$7,800.

Recommendation

Authorize the purchase of a gravel screen for the Public Works Department and fund the equipment with remaining funds in the Public Works Budget.

PROCLAMATION

WHEREAS, *The Lisbon High School Football Team has made the community of Lisbon proud through their accomplishments in claiming Lisbon's 11th Class D State Championship Title.*

WHEREAS, *Lisbon, went into this season thinking they would be in the mix in the post-Wells Class D South, but they faded into the background as a 2-2 start coincided with fast starts by rivals Winthrop, Monmouth, Hall-Dale, and Spruce Mountain.*

WHEREAS, *In their playoff journey, Lisbon played with a purpose in the second half of the season to win its first state championship since 2006. The Greyhounds defeated rival Bucksport on Saturday in Portland, scoring 28- 8 at the Fitzpatrick Stadium.*

WHEREAS, *The success of these student athletes was based on continual improvement encouraged by Coach Kates as they become an extremely well-rounded team emerging with consistent scoring and bringing home the 2019 State Championship trophy.*

NOW THEREFORE, *We the Town Council of the Town of Lisbon, on this 17th day of December 2019, would like to congratulate these students for their outstanding achievements. Well Done!!*

TOWN COUNCIL

Norman Albert

Donald Fellows

Jeffrey Ganong

Kasie Kolbe

Fern Larochelle

Mark Lunt

Allen Ward

A true Copy,

Attest: _____
Municipal Clerk (Clerk Signature & seal)



TOWN OF LISBON

300 Lisbon Street, Lisbon, ME 04250

Twila D. Lycette, Town Clerk

Lisa Smith, Deputy Clerk

TOWN OF LISBON PUBLIC HEARINGS Renewal Business Licenses

*The Lisbon Town Council will hold public hearings on **December 17, 2019 at 7:00 PM** at the Town Office at 300 Lisbon Street in the Public Meeting Room for the purpose of considering renewal Special Entertainment Permits for the:*

*Slovak Catholic Association
26 Avery Street, Lisbon Falls, ME*

And

*Coombs Mountfort Post #158
10 Webster Road, Lisbon, ME*

In addition, to hear comments on renewal Graveyard Permits for the following:

*Campbell's Used Auto Parts
36 River Road, Lisbon, ME*

And

*Huston's Auto Salvage
9 Capital Avenue, Lisbon Falls, ME*

The public is invited to attend.

Twila Lycette, CMC/CCM
Lisbon Town Clerk

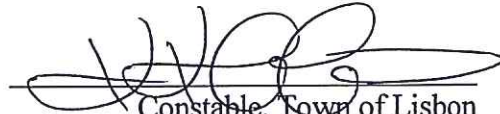
Constable's
Return Of Posting
State Of Maine

Lisbon,

Androscoggin, ss.

Pursuant to the within notice, I have posted said notice at the Lisbon Post Office and the Town Office Building, these being in District 1, and the Lisbon Falls Post Office, this being in District 2, all being conspicuous and public places within the Town of Lisbon.

Date: 12/05/19


Constable, Town of Lisbon

**TOWN OF LISBON**

300 Lisbon Street, Lisbon, ME 04250

Twila D. Lycette, Town Clerk

Lisa Smith, Deputy Clerk

PUBLIC HEARING***Ordinance***

Notice is hereby given that the Lisbon Town Council intends to hold a public hearing on December 17, 2019 at 7:00 PM in the Town Office Public Meeting Room to hear comments on amendments to Chapter 2, Article V, Division 2 Finance Committee Sections 5-505 to Section 5-509 and Chapter 46, Article V, Sections 46-133 & 46-134 Access Management. The public is invited to attend.

Copies of these amendments may be viewed or obtained at the Town Clerk's Office, 300 Lisbon Street, Lisbon or online at www.lisbonme.org.

The public is invited to attend.

Twila Lycette, Town Clerk

Constable's
Return Of Posting
State Of Maine

Lisbon,

Androscoggin, ss.

Pursuant to the within notice, I have posted said notice at the Lisbon Post Office and the Town Office Building, these being in District 1, and the Lisbon Falls Post Office, this being in District 2, all being conspicuous and public places within the Town of Lisbon.

Date:

11/20/19



Constable, Town of Lisbon



**TOWN COUNCIL
MEETING MINUTES
December 3 Rescheduled to
DECEMBER 10, 2019**

Fern Larochelle 2020
Normand Albert, Vice Chair 2021
Kasie Kolbe 2021
Allen Ward, Chair 2021
Jeff Ganong 2022
Mark Lunt 2022
Donald Fellows 2022

CALL TO ORDER. The Chairman, Councilor Albert, called the meeting to order at 7:00 PM and led the pledge of allegiance to the flag.

INAUGURATION OF ELECTED OFFICIALS

Mrs. Lycette welcomed everyone to the Town Council's 14th annual organizational meeting and said 1,093 ballots were cast on November 5 resulting in the following candidates being elected and sworn into office:

Council Members:

Mark Lunt with 651 votes
Donald Fellows with 650 votes
Jeffrey Ganong with 606 votes

School Committee Members:

Kelli Rogers with 793 votes
Traci Austin with 654 votes

Water Commission Member:

James Lemieux with 856 votes

The Town Clerk administered the oath of office for Councilors Lunt, Fellows, and Ganong. Other Elected Officials were sworn in prior to the meeting date.

ELECTION OF COUNCIL CHAIRMAN

(VOTE 2019-220) Councilor Larochelle nominated Councilor Ward for Chairman. Councilor Fellows, seconded by Councilor Ganong moved nominations cease. **Motion to cease nominations - Voted 7-0 carried.** **Nomination Motion - Voted 7-0 carried.** Councilor Ward was duly elected Chairman for the ensuing year.

Note for reference only: Term Limit. No member of the Town Council shall be eligible for election as Chair or Vice-Chair for more than two consecutive one-year terms. For purposes of this section, election to an unexpired term of less than six (6) months shall not be considered a term.

ELECTION OF COUNCIL VICE CHAIRMAN

(VOTE 2019-221) Councilor Larochelle nominated Councilor Albert for Vice Chairman. Councilor Albert nominated Councilor Larochelle for Vice Chairman. Councilor Ward nominated Councilor Kolbe for Vice Chairman.

The Council voted by paper ballot resulting in 3 votes for Councilor Albert, 3 votes for Councilor Larochelle, and 1 vote for Councilor Kolbe. A run off vote between Councilor Larochelle and Councilor Albert resulted in **4 votes for Councilor Albert and 3 votes for Councilor Larochelle.** Councilor Albert was duly elected Vice Chairman for the ensuing year.

The Town Clerk passed the gavel to Councilor Ward and thanked everyone for attending the Inauguration of Elected Officials portion of the meeting. Guests departed momentarily and Councilors switched seats.

ROLL CALL. Members present were Councilors Albert, Kolbe, Larochelle, Ward, Lunt, Fellows, and Ganong. Also present were Diane Barnes, Town Manager; Marc Hagan, Police Chief; Roger Bickford, Water Commissioner; Miriam Morgan Alexander, Assessment Review Board/Appeals Board Member; and approximately 25 citizens in the audience.

GOOD NEWS & RECOGNITION

Councilor Kolbe congratulated the Lisbon High School Football team on their Class C win over Bucksport. Councilor Larochelle thanked the Lisbon Police Department, Councilor Fellows, and all the downtown businesses that participated in this past weekend's "Very Merry Main Street" event. It was such a success and many came out to attend.

Councilor Albert thanked the former Councilor Brunelle for his six years of service and said it was very nice to spend some time with him at his farewell get-together at Franks a couple of weeks ago.

Councilor Ward called former Sargent Harry Moore forward for recognition for his 40 years of service to the Town of Lisbon, first as a Police Officer and ending as a Sargent. He also served in the United States Navy, creating an entire life of commendable public service. The Council presented Mr. Moore with a plaque.

PUBLIC HEARINGS - NONE

AUDIENCE PARTICIPATION & RESPONSE FOR AGENDA ITEMS - NONE

CONSENT AGENDA

VOTE (2019-222) Councilor Larochelle, seconded by Councilor Albert moved to approve the following:

A. Municipal Accounts Payable & Payroll Warrants:

# 191121	\$ 195,148.89	#1911W2	\$ 18,334.32
# 1912W1	\$ 17,726.90	#191205	\$ 189,816.26
# 1232019	\$ 144,657.07	#124209	\$ 9,537.09
# 12102019	\$ 207,217.99		

B. School Accounts Payable & Payroll Warrants:

#1031	\$ 365,182.56	#1032	\$ 13,199.21
#17	\$ 40.63	#2009	\$ 83,661.52

C. Minutes of November 19, 2019

D. Set a Public Hearing on December 17 for a Special Entertainment Permit for the Coombs Mountfort Post #158

E. Set a Public Hearing on December 17 for a Special Entertainment Permit for the Slovak Catholic Association

F. Set Public Hearings on December 17 for Junkyard Permits for Campbell's Used Auto Parts and Huston's Auto Salvage

Order passed – 7-0.

COUNCIL ORDERS, ORDINANCES, & RESOLUTIONS

POLICY ON TREASURER'S DISBURSEMENT WARRANTS
FOR MUNICIPAL EMPLOYEE WAGES, BENEFITS, & STATE FEES
AND
POLICY ON TREASURER'S DISBURSEMENT WARRANTS
FOR SCHOOL EMPLOYEE WAGES & BENEFITS

VOTE (2019-223 & 224) Councilor Larochelle, seconded by Councilor Albert moved to approve and adopt the municipal and school policies as presented. **Order passed - Vote 7-0.**

COUNCIL WORKING RULES

Councilor Fellows pointed out a couple of inconsistencies in the Council's working rules and offered to make amendments. The Council unanimously agreed to keep the current Council Rules in effect until updated and to have Councilor Fellows make the necessary changes for presentation and adoption at the January 7 meeting.

OTHER BUSINESS

A. COUNCIL COMMITTEE REPORTS

1. School: Councilor Albert said he had nothing to report.
2. Planning: Councilor Fellows said there is a meeting on Thursday. At that time, this board will be discussing accessory dwelling units.
3. LDC: Councilor Larochelle said Town Planner, Ben Smith will be presenting his draft at their next meeting.
4. Conservation Commission: Councilor Ward said they are not meeting in December, but Seaman's is pulling information together for invasive species.
5. Recreation: Councilor Albert indicated this group is discussing restructuring and that he was excited to see how this evolves in their budget.
6. County Budget: Councilor Ward said he had nothing to report.
7. Library: Councilor Lunt announced an employee had recently retired and that now would be a good opportunity for someone to step into this opening.

B. REVIEW OF COUNCIL'S ACHIEVEMENTS

Councilor Albert suggested moving this item to the next agenda. There were no objections.

C. COUNCIL GOAL SETTING

Councilor Ward explained that he wanted to discuss what the Council would like to do for the coming session. He indicated it would be nice to get a collection of ideas from everyone, including boards/committees and departments.

Councilor Larochelle said he would like to hear from the committees and departments in a workshop setting. He indicated it would be nice to hear these so the Council could be supportive if needed during the budget season. Mrs. Barnes indicated she could get the department head goals together for the January 21 meeting for a 6:00 PM workshop, prior to the Council's regular meeting.

Councilor Larochelle mentioned the Town Manager's evaluation should be coming up soon. Councilor Kolbe said forms would be ready next week.

Councilor Larochelle asked that the town attorney do a Council training session in a workshop for the benefit of new Councilors and as a refresher for the rest of them. Mrs. Barnes indicated she could set up a workshop for January 7 at 6:00 PM, prior to the Council's regular meeting.

Councilor Ward said Mrs. Tierney's financial report was very informational and that he appreciated her efforts. Mrs. Barnes indicated the Finance Department's report was supposed to be on the next agenda and indicated she moved this presentation to the next agenda.

APPOINTMENTS

COUNCIL COMMITTEE LIAISONS

Councilor Ward asked Councilors to let him know which boards and/or committees they would like to be a liaison for this coming year. He asked the Town Manager to place this item on the next agenda. Councilor Fellows indicated he would like to serve as the Planning Board and Water Commission liaison.

COUNCILOR COMMUNICATIONS

Councilor Fellows indicated he had a few goals ready to share for the workshop. Councilor Ward said he noticed Chief Hagan promoted Ryan McGee to the Lieutenant's position at the Lisbon Police Department and congratulated him. Councilor Larochelle said this was well deserved.

AUDIENCE PARTICIPATION FOR NEW ITEMS

Gary Alley from Farnsworth Street requested the Council pave this street. He indicated the town plows this street and that the town dumps all the snow on his property since he lives at the end. He asked that this additional 50-foot section the town uses to dump snow be hot topped as well. He asked the Council to consider some sort of deal with him for his having to restore this 50-foot section of road every spring when the snow leaves. Councilor Ward said the town could not pave private property, but that they would look into this situation now that this point has been made. He indicated it should come up during budget time with Public Works.

EXECUTIVE SESSION – NONE

ADJOURNMENT

VOTE (2019-227) Councilor Larochelle, seconded by Councilor Kolbe moved to adjourn at 7:50 PM. **Order passed - Vote 7-0.**

Twila D. Lycette, Council Secretary
Town Clerk, Lifetime CCM/MMC
Date Approved December 17, 2019

Application For Automobile Graveyard and/or Junkyard Permit

MUNICIPAL OFFICE USE ONLY

Tentative Date of Hearing December 17, 2019 Application Received
Time of Hearing 7:00 PM Permit No.
Place of Hearing Town Hall Public Meeting Fee Paid \$... 100
Room
Notifications sent by Date

To the City/Town Lisbon County Androscoggin Maine
I/We Campbell's Used Auto Parts, Inc. hereby
make application (in quadruplicate) for a permit to establish, operate or maintain an Automobile
Graveyard and/or Junkyard at the following described location and in accordance with the provisions
of Title 30, Sections 2451-B to 2459, Chapter 481, Public Laws 1966.

Answer all questions in full.

1. Give location of Automobile Graveyard and/or Junkyard
..... 36 River Road, Lisbon, ME 04250
2. Is this application made by or for a company, partnership, corporation-individual? Corporation.....
3. Is this property leased? Property owned by Yes..... Corporation.....
Address:
4. How is "yard" screened? — Fence? (Type) Cedar Height 6' Trees? (Type)
Embankment? Gully? Hill? Other?
5. How far is edge of "yard" from center of highway? 25' Feet.
6. Can junk be seen from any part of highway? Yes No X
7. Was Junkyard Law, Requirements and Fees explained to you? Yes X No
8. Is any portion of this "yard" on public property? Yes No X
9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School,
Church or Cemetery? Yes No X
10. When was "yard" established? 1959 By whom? Alvah Campbell
11. When was last permit issued? 2019 To whom? Martin, Mark, and David
Campbell

One Copy of Application to City/Town
One Copy of Application to Applicant
One Copy of Application to State Police, Augusta
One Copy of Application to Dept. of Transportation

(over)

The undersigned certifies that the above information is true and correct to the best of his/her knowledge and that he/she is the owner or agent of the property or that he/she has been duly authorized by the owner, individual, partnership, company or corporation to make this application and to receive the permit under the law.

Signed by: Martin A. Campbell For: Campbell's Used Auto Parts, Inc.
Name of Company - Corporation, Partnership, Indiv.

Address: 36 River Road, Lisbon, ME 04250

Make complete sketch of "yard." Show footage all sides and location in relationship to adjacent properties. Show distance (in feet) from edge of "yard" to center of highway. Fill in Route Number or Local Road Name. Name of nearest City/Town in each direction. Distance from nearest intersection, bridge or other known reference point.

Tax Map No.

Circle Correct N.....

Lot No.

Direction E.....

Zone

W.....

S.....

.....
Road Name
or
..... To
Route No. To

Permit To Be Displayed On Premises

CITY/TOWN LISBON COUNTY, ANDROSCOGGIN, MAINE

Permit Number

Fee Paid \$.. 100.00

Public Hearing held DECEMBER 17, 2019

Permit

To establish, operate or maintain an automobile graveyard or junkyard. Subject to existing rules, regulations and any amendments that may be made thereto, under the provisions of Title 30-A, Sections 3751 to 3760, and such additional standards as may be set forth in applicable local ordinances.

This permit is hereby granted upon condition that the automobile graveyard or junkyard does not violate any of the above Sections of Title 30-A, or any applicable local ordinance.

Owner's Name MARK CAMPBELL, MARTIN CAMPBELL, AND DAVID CAMPBELL

Business Name CAMPBELL'S USED AUTO PARTS, INC.

Street or Highway Number 36 RIVER ROAD

P. O. Address

City/Town LISBON, ME 04250

This permit expires December 31, 2020..... unless sooner revoked by the Municipal Officials.

Dated at City/Town LISBON this 17th day of DECEMBER, 2019

Municipal Officers:

.....
.....
.....
.....
.....
.....

Certified True Copy

.....
City/Town Clerk,

- 1 Copy to Applicant
- 1 Copy to Municipality
- 1 Copy to Department of Transportation
- 1 Copy to State Police

TOWN OF LISBON

JUNKYARD/AUTOMOBILE GRAVEYARD

INSPECTION COMPLIANCE CERTIFICATION

CAMPBELL'S USED AUTO PARTS, INC.
RIVER ROAD, LISBON

APPROVED: 
CEO Signature

DISAPPROVED: _____
CEO Signature

DATE: 10/31/19

COMMENTS: _____

.....
For Municipal Clerk's Use Only – Do Not Write Below This Line.

<input type="checkbox"/> Application Signed	<input type="checkbox"/> Put on Agenda
<input type="checkbox"/> Paid \$50.00 fee	<input type="checkbox"/> Permit Mailed to Applicant
<input type="checkbox"/> Inspection Certificate Completed	<input type="checkbox"/> Computer Database Updated
<input type="checkbox"/> Set Public Hearing Date when required	<input type="checkbox"/> Copies of Permit to MDOT/ROW
<input type="checkbox"/> Posted Public Hearing when required	<input type="checkbox"/> Notify abutters of application &
<input type="checkbox"/> Advertised Public Hearing when required	the date when Council will take it up
<input type="checkbox"/> Copies of App to MDOT/ROW	

Application For Automobile Graveyard and/or Junkyard Permit

MUNICIPAL OFFICE USE ONLY

Tentative Date of Hearing December 17, 2019 Application Received
Time of Hearing 7:00 PM Permit No.
Place of Hearing Town Hall Public Meeting Room Fee Paid \$ 100
Notifications sent by Date

To the City/Town Lisbon County Androscoggin Maine

I/We Carl Huston, Jr. d/b/a Huston's Auto Salvage hereby
make application (in quadruplicate) for a permit to establish, operate or maintain an Automobile
Graveyard and/or Junkyard at the following described location and in accordance with the provisions
of Title 30, Sections 2451-B to 2459, Chapter 481, Public Laws 1966.

Answer all questions in full.

1. Give location of Automobile Graveyard and/or Junkyard
9 Capital Avenue, Lisbon Falls, ME 04252
2. Is this application made by or for a company, partnership, corporation-individual?
3. Is this property leased? Yes Property owned by Individual
Address: 162 Main Street, Lisbon Falls, ME 04252
4. How is "yard" screened? — Fence? (Type) Height 8' Trees? (Type)
Embankment? Gully? Hill? Other?
5. How far is edge of "yard" from center of highway? 247 Feet.
6. Can junk be seen from any part of highway? Yes No X
7. Was Junkyard Law, Requirements and Fees explained to you? Yes X No
8. Is any portion of this "yard" on public property? Yes No X
9. Is "yard" within 300 feet of a Public Park, Public Playground, Public Bathing Beach, School,
Church or Cemetery? Yes No X
10. When was "yard" established? 1981 By whom? Carl Huston, Jr.
11. When was last permit issued? 2019 To whom? Carl Huston, Jr.

One Copy of Application to City/Town
One Copy of Application to Applicant
One Copy of Application to State Police, Augusta
One Copy of Application to Dept. of Transportation

(over)

Permit To Be Displayed On Premises

CITY/TOWN LISBON COUNTY, ANDROSCOGGIN MAINE

Permit Number

Fee Paid \$...100.00.....

Public Hearing held DECEMBER 17, 2019

Permit

To establish, operate or maintain an automobile graveyard or junkyard. Subject to existing rules, regulations and any amendments that may be made thereto, under the provisions of Title 30-A, Sections 3751 to 3760, and such additional standards as may be set forth in applicable local ordinances.

This permit is hereby granted upon condition that the automobile graveyard or junkyard does not violate any of the above Sections of Title 30-A, or any applicable local ordinance.

Owner's Name Carl Huston, Jr.

Business Name Huston's Auto Salvage

Street or Highway Number 9 Capital Avenue

P. O. Address

City/Town Lisbon Falls, ME 04252

This permit expires December 31, 2020. unless sooner revoked by the Municipal Officials.

Dated at City/Town ...Lisbon..... this 17th day of December 2019 ..

Municipal Officers:

.....

.....

.....

.....

.....

.....

Certified True Copy

.....
City/Town Clerk,

- 1 Copy to Applicant
- 1 Copy to Municipality
- 1 Copy to Department of Transportation
- 1 Copy to State Police

(over)

TOWN OF LISBON

JUNKYARD/AUTOMOBILE GRAVEYARD

INSPECTION COMPLIANCE CERTIFICATION

HUSTON'S AUTO SALVAGE
9 CAPITAL AVE
LISBON FALLS, ME

APPROVED: 
CEO Signature

DISAPPROVED: _____
CEO Signature

DATE: 10/31/19

COMMENTS: _____

For Municipal Clerk's Use Only – Do Not Write Below This Line.

____ Application Signed
____ Paid \$50.00 fee
____ Inspection Certificate Completed
____ Set Public Hearing Date when required
____ Posted Public Hearing when required
____ Advertised Public Hearing when required
____ Copies of App to MDOT/ROW

____ Put on Agenda
____ Permit Mailed to Applicant
____ Computer Database Updated
____ Copies of Permit to MDOT/ROW
____ Notify abutters of application &
____ The date when Council will take it up

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
 8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)
 10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)
 TEL: (207) 624-7220 FAX: (207) 287-3434
 EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS w/ DBA: <input type="checkbox"/> Yes <input type="checkbox"/> No	

CLUB APPLICATION

NEW application: ☐ Yes ☒ No Business hours: M-TH 10am - 1am

If business is NEW or under new ownership,
 indicate starting date: _____

FR 10-1am
SAT 9-1am
SUN 12pm-1am

Requested inspection (New Licensees/ Ownership Changes Only) Date: _____

PRESENT LICENSE EXPIRES 12-31-19

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS

INDICATE TYPE OF LICENSE: ☒ \$10.00 Filing Fee (must be included on all applications)

☒ \$495.00 Club w/o Catering (Class V – Malt, Vinous & Spirituous)

- ☐ Club with Catering : ☐ Malt, Vinous, & Spirituous-Class I (\$900.00) ☐ Spirituous Only-Class II (\$550.00)
☐ Vinous Only-Class III (\$220.00) ☐ Malt Only-Class IV (\$220.00)
☐ Malt & Vinous Only-Class III & IV Combination (\$440.00)

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name:			Business Name (D/B/A) <u>POST #158</u>		
APPLICANT(S) –(Sole Proprietor) DOB:			<u>ROOMS-MOUNTFORT AMERICAN LEGION</u>		
DOB:			Physical Location: <u>10 WEBSTER RD</u>		
Address			City/Town	State	Zip Code
			<u>LISBON</u>	<u>ME</u>	<u>04250</u>
Mailing Address					
<u>P.O. Box 575</u>					
City/Town	State	Zip Code	City/Town	State	Zip Code
			<u>LISBON</u>	<u>ME</u>	<u>04250</u>
Telephone Number	Fax Number	Business Telephone Number		Fax Number	
		<u>207 353-8192</u>		<u>NA</u>	
Federal I.D. # <u>01-0212178</u>			Seller Certificate #: or Sales Tax #: <u>0023844</u>		
Email Address: Please Print <u>FINANCEPOST158@OUTLOOK.COM</u>			Website:		

1. State amount of gross income from period of last license: ROOMS \$ _____ FOOD \$ _____ LIQUOR \$ _____

2. Is applicant a corporation, limited liability company or limited partnership? YES ☒ NO ☐

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

3. Do you own or have any interest in any another Maine Liquor License? ☐ Yes ☒ No

If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

(Use an additional sheet(s) if necessary.)

License # _____ Name of Business _____

Physical Location _____

City / Town _____

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: LISBON on 10/22/19, 20 19
Town/City, State Date

X [Signature]
Signature of Applicant or Corporate Officer(s)

Please sign in blue ink

Signature of Applicant or Corporate Officer(s)

X Jerry M. Smith
Print Name

JERRY M. SMITH
Print Name

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer.

All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application. Please make check payable to the Treasurer, State of Maine.

This application must be completed and signed by the Town or City and mailed to:

Bureau of Alcoholic Beverages and Lottery Operations

Division of Liquor Licensing and Enforcement

8 State House Station, Augusta, ME 04333-0008 (Regular address)

10 Water Street, Hallowell, ME 04347 (Overnight address)

Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: LISBON, Maine ANDROSCOGGIN
City/Town County

On: _____
Date

The undersigned being: ☐ Municipal Officers ☐ County Commissioners of the

☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: _____, Maine

THIS APPROVAL EXPIRES IN 60 DAYS

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)
10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)
TEL: (207) 624-7220 FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES <input type="checkbox"/> NO <input type="checkbox"/>	

PRESENT LICENSE EXPIRES: 12-31-2019

NEW application: ☐ Yes ☒ No

If business is NEW or under new ownership, indicate starting date: NA

Requested inspection (New Licensees/ Ownership Changes Only) Date: _____ Business hours: Mon 12-9 7 days

INDICATE TYPE OF PRIVILEGE: ☒ MALT ☒ VINOUS ☒ SPIRITUOUS

INDICATE TYPE OF LICENSE:

- ☐ RESTAURANT (Class I,II,III,IV) ☐ RESTAURANT/LOUNGE (Class XI) ☐ CLASS A LOUNGE (Class X)
☐ HOTEL (Class I,II,III,IV) ☐ HOTEL, FOOD OPTIONAL (Class I-A) ☐ BED & BREAKFAST (Class V)
☐ GOLF COURSE (Class I,II,III,IV) ☐ TAVERN (Class IV) ☐ QUALIFIED CATERING
☒ OTHER: Club with Catering Privileges ☐ SELF-SPONSORED EVENTS
Class 1 (QUALIFIED CATERERS ONLY)

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <u>Slovak Catholic Association</u>		Business Name (D/B/A): <u>same</u>	
APPLICANT(S) (Sole Proprietor) <u>see Attached</u> DOB: _____		Physical Location: <u>26 Avery Street</u>	
Social/Club Members DOB: _____		City/Town <u>Lisbon Falls</u> State <u>Maine</u> Zip Code <u>04252</u>	
Address <u>PO Box 294</u>		Mailing Address <u>PO Box 294 Lisbon Falls</u> Same As Above? <input type="checkbox"/>	
City/Town _____	State _____	Zip Code _____	City/Town <u>Lisbon Falls</u> State <u>ME</u> Zip Code <u>04252</u>
Telephone Number _____	Fax Number _____	Business Telephone Number <u>207 353 9606</u> Fax Number _____	
Federal I.D. # <u>01-0192265</u>		Seller Certificate #: <u>ME 0017345</u>	
Email Address: <u>SCA1894@gmail.com</u>		Website: <u>NA</u>	

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: NA

2. State amount of gross income from period of last license:

ROOMS \$ 0 FOOD \$ _____ LIQUOR \$ _____

3. Is applicant a corporation, limited liability company or limited partnership? YES ☐ NO ☒

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

4. Do you permit dancing or entertainment on the licensed premises? YES ☒ NO ☐

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. **All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer. All applications for NEW or RENEWAL liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.**

All fees must accompany application, make check payable to the **Treasurer, State of Maine.**

This application must be completed and signed by the Town or City and mailed to:
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: _____, Maine _____
City/Town (County)

On: _____
Date

The undersigned being: ☐ Municipal Officers ☐ County Commissioners of the
☐ City ☐ Town ☐ Plantation ☐ Unincorporated Place of: _____, Maine

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing:

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

**ANDROSCOGGIN COUNTY SHERIFF'S OFFICE
MUNICIPAL/COUNTY AGREEMENT FOR
PSAP and DISPATCH SERVICES**

JANUARY 1, 2020 TO DECEMBER 31, 2020

THIS AGREEMENT made and entered into this 1st day of **January 2020** by and for the **COUNTY of ANDROSCOGGIN**, hereinafter referred to as the "County" and the **INHABITANTS of TOWN OF LISBON** hereinafter referred to as the "Town."

WITNESSETH:

WHEREAS, the Town is desirous of entering into a contract with the County, for the provision of Public Safety Answering Point (PSAP) services hereinafter described within the limits of said Town.

WHEREAS, the County is agreeable through the Androscoggin County Commissioners and Office of the Sheriff to render and provide PSAP services on the terms and conditions hereinafter set forth:

I. STATEMENT OF AGREEMENT:

1. The County hereby agrees to provide PSAP services for the Town of **LISBON** hereinafter known as "The Town," through its County Sheriff's 9-1-1 Communication Center, hereinafter known as "County 9-1-1." The department agrees with and shall be subject to the terms of this agreement.

II. PSAP SERVICES DEFINED:

1. Service Area: The County 9-1-1 shall provide PSAP services to the Town at all times during the term of this Agreement.
2. The County 9-1-1 will provide:
 - a. Adequate facilities; equipment and personnel to carry out the purposes stated in the PSAP standards of the State of Maine.
 - b. Call answering, which shall include but not be limited to all emergency and non-emergency calls for service.
 - c. Notification to the Town's dispatch center for emergency and non-emergency calls for service.
 - d. All services in the most cost effective and efficient manner possible.
 - e. "Back-up" services to ensure that coverage for emergency services continues without interruption.
 - f. Transcripts of transferred 9-1-1 calls received in connection with the performance of

IV. FEES:

1. This contract is based on a per capita fee using a population taken from the 2010 U.S. Census. Said fees are as follows:

Service	Population	*CPC	Total
PSAP	9009	\$2.31	\$20,810.79
POLICE	--	\$6.50	\$0
FIRE/EMS	--	\$2.78	\$0
Total			\$20,810.79

*Cost Per Capita

2. Payment- The Town agrees to pay the full amount due of \$20,810.79 by **July 15, 2020**.
3. Fees for Service Payment Schedule- The Town agrees to pay the full amount due in subsequent renewal years as outlined in Section VII. 2. below directly to the County by **July 15**.

V. TERM:

1. This agreement shall take effect from the date of execution thereof.

VI. LEGAL:

1. The County of Androscoggin shall indemnify and hold harmless the Inhabitants of the Town of Lisbon, its employees and board or committee members from claims, suits or liabilities resulting from negligence of the County of Androscoggin, its employees, commissioners and agents.
2. The Inhabitants of the Town of Lisbon shall indemnify and hold harmless the County of Androscoggin, its employees, commissioners and agents from claims, suits or liabilities resulting from negligence of the Inhabitants of the Town of Lisbon, its employees and board or committee members.
3. The County of Androscoggin and Inhabitants of the Town of Lisbon shall share this agreement with their respective insurers to make certain that insurance coverage is adequate. Each party agrees to execute any reasonable amendments to this agreement required by their insurers.
4. In the event of any litigation between the parties with regard to the Agreement, each party shall be responsible for its own expenses, costs and attorney fees.

VIII. EXECUTION:

1. Signatories: The parties hereto have executed this agreement the day and year first written above by their duly authorized representatives, and this agreement is the binding and enforceable obligation of all parties.

IN WITNESS THEREOF, the **Town of LISBON** by approval of the Board of Selectmen has caused this agreement to be signed by its Board Chairman/Administrator attested by the Town Clerk, and the County of Androscoggin by resolution by the Board of Commissioners, has caused this agreement to be signed by the Sheriff, for the County of Androscoggin, the Chair of the Androscoggin Board of Commissioners, and attested by the County Administrator, on the ____ day of _____, _____.

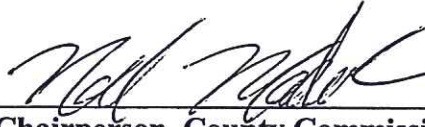
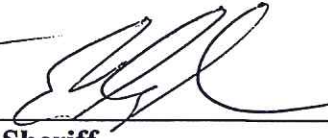
TOWN OF LISBON

BY: _____
Board Chairman/Administrator

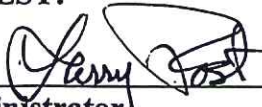
ATTEST:

Town Clerk

COUNTY OF ANDROSCOGGIN

BY:  _____ **BY:**  _____
Chairperson, County Commissioners Sheriff

ATTEST:

 _____
Administrator

10300611449

80100265131

Page of

By: Wayne Polvin

Poles/ Pads are staked. For further information call: Wayne Potvin at Central Maine Power
Company tel: 207-242-9754 . Pole/Pad spans shown are approximate.

[illegible]

LISBON POLE PERMIT INSPECTION REPORT

PERMIT REQUESTED BY: CmP

LOCATION: Avery Street

CODE ENFORCEMENT DEPARTMENT

I, Dennis Douglass, have reviewed the application and find the pole is located in front of property owned by: N/A

and the physical address of the property is Avery Street Pole # 3.1

Additional Comments: _____

Approved Date: 12/11/19 Signed by: [Signature]

Deny permission for the following reason: _____

Date Denied: _____ Signed by: _____

PLEASE FORWARD TO PUBLIC WORKS DEPARTMENT

PUBLIC WORKS DEPARTMENT

I, Elwood Beal, have visually inspected this location and find no reason to prohibit placing pole(s) where requested.

Comments: Nothing there

Approved Date: 12/14/19 Signed by: [Signature]

Deny permission for the following reason: _____

Date Denied: _____ Signed by: _____

PLEASE RETURN TO THE TOWN CLERK

Town of Lisbon
Finance Committee

CHAPTER 2 – ADMINISTRATION

...

ARTICLE V. – BOARDS AND COMMISSIONS

...

Division 2. – Finance Committee

Section 2-505 Purpose. The purpose of this policy is to establish the composition and responsibilities of the Town's Finance Committee.

Section 2-506 Members. The Finance Committee shall be an adhoc committee of the Town Council. The Committee shall be comprised of five residents appointed by the Town Council. There shall be one School Committee Liaison, and one Town Council Liaison with no voting privileges. The Lisbon Finance Director and School Business Manager shall attend all meetings. The Town Manager and School Superintendent shall attend when necessary. Members shall be appointed annually in June prior to July 1st. Members shall serve three year staggered terms, concurrent with the July 1st to June 30th fiscal year. At its first meeting, the Committee shall select its chair and vice chair. Members must attend ½ of the meetings per year to remain in good standing.

Section 2-507 Meetings. The Committee shall meet at least once per month. The meeting dates shall be established by a majority of the committee at the Committee's first meeting. The Committee chair shall call additional meetings as the chair deems necessary. The Committee shall give public notice of its meetings in accordance with Maine's Freedom of Access Act (FOAA) and rules established by the Town Council. A majority of the members appointed to the Committee shall constitute a quorum. A majority of concurring votes shall be necessary to constitute an action on any matter. The Finance Committee may adopt rules of procedure, consistent with this policy, to enable it to perform its functions.

The Committee shall have the following duties:

- A. Review and make recommendations to the Town Council on the municipal and school annual operating budgets presented;
- B. Review and make recommendations on annual capital expenditure as presented by the Town Manager and Finance Director;
- C. Review and make recommendations on supplemental appropriations and expenditures and other budgetary action whenever proposed by the Town Manager;
- D. Encourage and participate in long-range financial planning;
- E. Review as requested by the Town Manager and School Superintendent, requests for proposals for the purchase of municipal and school goods or services;

- F. In consultation with the Town's administration, review and make recommendations on policies and/or procedures relating to the financial affairs of the Town;
- G. Review annual audit findings as presented by Auditor;
- H. Review monthly budget to actual statements as prepared by the Finance Department;
- I. Participate and make recommendations on the Capital Improvement Plan;
- J. Make recommendations on Referendum Question for a ballot and
- K. Make such other recommendations on fiscal matters and/or projects as it may from time to time be deem advisable by Town Council or School Committee.

Section 2-508 *Conflict of Interest.* Members of the Finance Committee shall adhere to the conflict of interest policy established by the Town Council.

Section 2-509 *Administration.* The Finance Director shall be responsible to provide for the administration of the affairs of the Finance Committee, including preparing agendas and minutes, handling correspondence, and maintaining all official records. The Finance Director shall file adopted minutes in the Town Clerk's office.

Chapter 46 – Streets, Sidewalks, and Other Public Spaces

Article V. Entrances Onto Public Ways

Sec. 46-133. - Approval criteria.

- (a) The director of public works shall issue a permit for the construction of an entrance onto a public way if all of the following criteria are met.
 - (1) *Traffic safety.* The entrance shall be located such that adequate sight distance is maintained for entering and turning traffic, that adequate separation distance is maintained between the proposed entrance and existing entrances on either side, and that the entrance geometry is consistent with good engineering practice.
 - a. Any entrance onto Lisbon Street (State Route 196), Main Street north of Huston Street (State Route 125), Mill Street, Ridge Road (State Route 9), or Upland Road must also comply with Sec. 46-134, Access Management, as approved through the Code Enforcement Office.
 - (2) *Drainage.* The entrance shall be constructed such that the existing flow of stormwater from and along the public way is not impeded and such that the entrance does not contribute additional stormwater flow to the traveled portion of the public way. Culverts required beneath the entrance shall be sized to accommodate the expected flow from a 25-year storm, but in no case smaller than 15 inches in diameter, and shall be installed in accordance with good construction practices. Reused culverts may be permitted by the director of public works at his sole discretion.
 - (3) *Geometry.* The entrance shall be designed such that the grade within 50 feet of the public way shall not exceed ten percent nor be less than 0.5 percent. If the entrance is onto a paved surface and the entrance grade exceeds five percent, it shall be paved within the limits of the right-of-way. The entrance shall not intersect the traveled way at a horizontal angle less than 75 degrees.
 - (4) *Construction.* If the entrance is a part of a road or way intended to be accepted by the town, it shall comply in all respects with article III of this chapter and with sections 66-147—66-200 of chapter 66. All that portion of any entrance which lies within the limits of the right-of-way shall be constructed with a minimum base course of 18 inches of base gravel meeting DOT specification 703.06.
- (b) Sidewalks which must be traversed shall be restored to a condition equal to or better than the condition immediately adjacent to the entrance. If granite curbing is removed, removed stone shall remain property of the town. Tip-downs of a material identical to the adjacent curbing shall be installed on both sides of the entrance. Asphalt or concrete paving shall be saw cut, and new material shall be butted against a bonded vertical surface. Brick pavers shall be removed and reset in a continuous pattern and on a base to match the adjacent sidewalk.

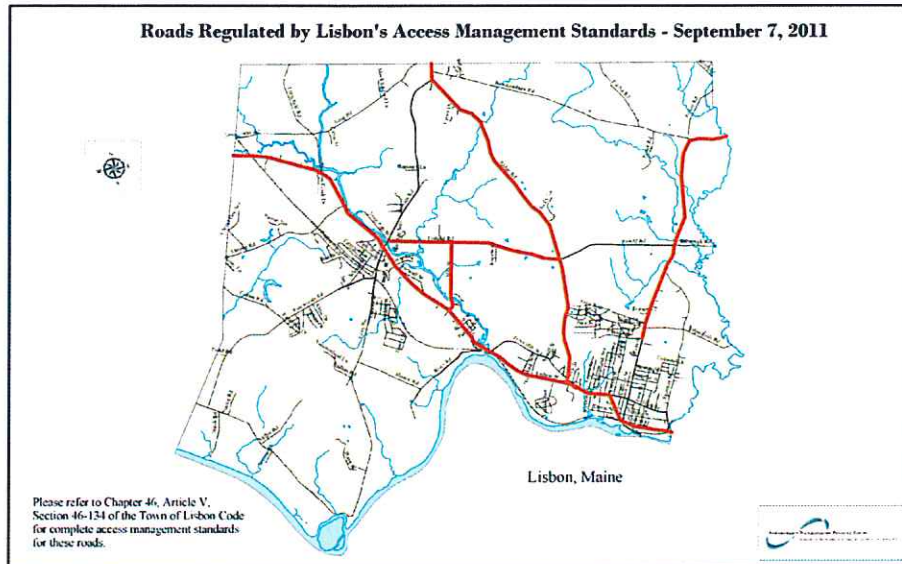
(T.M. of 5-17-1997, art. 37, § 13-403)

Sec. 46-134. - Access management.

1. General provisions.

1.1. *Applicability* . These standards apply to all new public and private accesses, the alteration of existing access, and for changes in use on lots of record as of September 6, 2011, onto the following public roads:

- Lisbon Street (State Route 196)
- Main Street, north of Huston Street (State Route 125)
- Mill Street
- Ridge Road (State Route 9)
- Upland Road



These standards also apply to the alteration of existing driveways onto said roadways, and to changes in use on the property serviced by such driveways.

A. Highway Sections. These roads and road sections will be classified as Highway Sections for purposes of these standards:

- Lisbon Street, from the Lewiston town line to Moody Road and from River Road to Blethen Street
- Main Street, north of Huston Street
- Mill Street
- Ridge Road
- Upland Road

B. Village Sections

- Lisbon Street, from Moody Road to River Road and from Blethen Street to the Topsham town line

1.2. *Purpose* . The purpose of the access management standards is to manage access onto regulated roads in a manner that protects the safety of access and road users, protects the road system from the negative impacts of drainage, preserves mobility and economic productivity related to roadway transportation, and avoids the long-term cost of constructing new roadway capacity.

1.3. *Administration* . The access management standards will be administered by the planning board, the Code Enforcement Officer and the public works director with assistance from the town engineer, as needed. Upon approval from the Code Enforcement Officer or Planning Board that the standards of this Section are met, the applicant shall qualify for a driveway entrance permit from the Town of Lisbon. The code enforcement officer is responsible for determining if a proposed development requires approval from the planning board and/or the public works director.

1.4. *Definitions* :

Access . A public or private point of entry or exit from land adjacent to a public road used by motor vehicles as defined in 29-A M.R.S.A., Chapter 1, § 101. For purposes of the standards in this section, Access shall generally refer to all Driveways, Entrances, roads, or other Access Points that provide public or private access, except where Driveway or Entrance is identified separately as having distinct standards.

Access point. The intersection of an existing or proposed access with the public right-of-way.

Alteration. A significant physical change to an access existing on or after the effective date of this section September 6, 2011. including significant changes to location, width, cross-section, grade, or drainage characteristics of the access. Paving a gravel access will not be considered an "alteration" unless accompanied by other such changes.

Applicant . The person applying for the permit. Normally, this will be the owner of the property but can be another party provided that person (or organization) can demonstrate that he/she has right, title or interest in the property.

Change in use. A change in land use or intensity of activity occurring on the property accessed by the driveway that will result in as a result of either the conversion of a building or parcel of land from a single-family or two-family dwelling to a three or more-family use, the conversion from a residential use to nonresidential use, or a change from one type of nonresidential use to any other type of nonresidential use that increases the traffic levels in and out of the property. By way of example, the change from retail to office or retail to a restaurant, from farming to a nonresidential use, or from residential to industrial use. A change in ownership alone is not a change in use.

Corner clearance. The minimum distance, measured parallel to a highway, between the nearest curb, pavement or shoulder line of an intersecting public way and the nearest edge of a driveway Driveway or Entrance excluding its radii.

Driveway Driveway. Every way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner, but not by other persons. A type of vehicular access that serves one of the following land uses: residential (up to three dwelling units), home-based occupations, forest management activities, farming, low impact industrial (eg substation), generating less than 50 vehicles trips per day. Driveways may consist of surface material such as mineral soil, gravel, asphalt or other natural or man-made material constructed or created by repeated passage of on-road vehicles. See also the definition of Entrance.

Driveway Driveway *width*. The distance across the driveway Driveway, excluding radii, measured parallel to the highway.

Entrance. A type of vehicular access that serves one of the following land uses: residential (serving four or more dwelling units), housing developments, commercial, industrial, retail, office, or service business including department store, strip mall convenience store, gas station, auto repair shop, restaurant, or similar use, generating more than 50 vehicle trips per day. See also the definition of Driveway.

Header. A header is a piece of curbing between two terminal ends.

Impervious surfaces. The footprint of buildings, pavement, gravel, or other low-permeability or compacted surfaces, not including natural or man-made water bodies.

Lot(s) of record. A lot or lots for which the deed was legally recorded on or before the effective date of the ordinance from which this section was derived or which was created by a plan legally recorded in the Androscoggin County Registry of Deeds on or before September 6, 2011.

Passenger car equivalent. The number of passenger cars displaced by a single heavy vehicle of a particular type under specified roadway, traffic, and control conditions.

Peak flow. The greatest rate of flow in a drainage way, measured as volume per unit of time, resulting from storms of up a to 50-year event.

Posted speed. The speed limit set and maintained by the Maine Department of Transportation, or limited by statute as defined in 29 M.R.S.A., Chapter 19, § 2024.

Private road. Every way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner, but not by other persons.

Regulated road. Every road that is regulated by these access management standards, including Lisbon Street (State Route 196), Main Street north of Huston Street (State Route 125), Mill Street, Ridge Road (State Route 9), and Upland Road.

Private road. Every way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner, but not by other persons.

Separator strip. A separator strip is a strip of land that separates the roadway from the throat or parking area of a drivewayDriveway.

Sight distance. The sight[JAW1] distance required to allow a vehicle entering the roadway to reach 85% of the posted speed without being overtaken by a vehicle traveling at the posted speed and approaching the entering vehicle from behind. The length of roadway visible to a driver. Sight distance is measured from the perspective of a hypothetical person seated in a vehicle from three vantage points: (1) sitting in the access viewing vehicles traveling on the roadway (both left and right), (2) traveling on the roadway viewing a vehicle sitting in an access, and (3) traveling on the roadway viewing a vehicle turning into the access (both ahead and behind). In case of discrepancy between these measurements, the lesser measurement will be used to determine whether the sight distance standard is met. Sight distance is measured to and from the point on the centerline of the proposed access that is located 10 feet from the edge of the travel way. The height of the hypothetical person's view is considered to be 3½ feet above the pavement and the height of the object being viewed is considered to be 4¼ feet above the pavement.

Terminal end. A terminal end is the end section of a run of curb that is sloped to aid the design vehicle in turning into the drivewayDriveway or to meet Americans with Disabilities Act of 1990, 42 U.S.C. § 1213 et seq., requirements.

Throat. The throat is a portion of a drivewayAccess used to store vehicles waiting to exit from the drivewayDriveway.

2. Technical standards. DrivewaysAccesses must comply with the following standards:

2.1. Sight distance. The sight distance for drivewaysAccesses must meet or exceed the distances listed in Table 2. Sight distance is measured in accordance with its definition. Sight[JAW2] distance in each direction is measured to and from the point on the centerline of the proposed access that is located 10 feet from the edge of the travel way. The height of the hypothetical person's

view is considered to be 3½ feet above the pavement and the height of the object being viewed is considered to be 4¼ feet above the pavement.

Table 2—Sight Distance	
Posted Speed (MPH)	Sight Distance (Feet)
25	250
30	305
35	380
40	580
45	710
50	840
55	990

- 2.2. *Spacing between [drivewayAccesses](#).* New [drivewayAccesses](#) must be separated from other existing or proposed [drivewayAccesses](#), including those located across the roadway and those serving the same lot, in accordance with the minimum spacing standards set forth in Table 3. [DrivewayAccess](#) spacing is measured from edge of proposed [drivewayAccess](#) to edge of [drivewayAccess](#), excluding radii. [DrivewayAccesses](#) located directly across the roadway from the proposed [drivewayAccess](#) are not counted in applying the spacing standard.

Table 3—Minimum DrivewayAccess Spacing Standards	
Posted Speed (MPH)	DrivewayAccess Separation (Feet)
25	70
35	85

40	175
45	265
50	350
55	525

2.3. Access~~Driveway~~-width. Driveways and Entrances must be designed in accordance with the MaineDOT Standard Details.

A. Driveway width must be between 12 and 20 feet.

B. Entrance width.

1. If 30% or less of the traffic projected to use the proposed ~~e~~Entrance will be larger vehicles, the width of a two-way Entrance ~~driveway~~ within the road right-of-way must be between 22 and 30 feet inclusive.

2. If more than 30% of the traffic projected to use the proposed Entrance will be larger vehicles, the width of a two-way Entrance within the road right-of-way must be between 30 and 42 feet inclusive. ~~Driveways must be designed in accordance with the MaineDOT Standard Details. The driveway width will be the minimum necessary to accommodate the design vehicle.~~

2.4. Corner clearance. The minimum corner clearance for Accesses onto the roadway must be as follows, except that the town may require increased corner clearance if the town reasonably determines that the proposed Driveway or Entrance will significantly impact public safety or cause a reduction in posted speed:

A. Highway Sections: 150 feet ~~except that the town may require increased corner clearance if the town reasonably determines that the proposed driveway will significantly impact public safety or cause a reduction in posted speed.~~

B. Village Sections: 50 ~~75~~ feet

2.5. Shared ~~driveways~~access. Whenever possible, property owners should seek opportunities for shared Accesses~~driveways~~.

2.6. Number of ~~driveway~~Accesses. Lots will be limited to one two-way Access ~~driveway or two one-way driveways on regulated roads.~~

~~2.7. One-way driveway requirements. If a one-way system is proposed and the predominant traffic volume is truck traffic, the driveway will be configured on the minimum angle that permits the truck to enter or leave the roadway safely and smoothly. Otherwise, all driveways must be configured perpendicular to the roadway for at least the length of the design vehicle.~~

~~A physical separation of curbing, ditching, grass or other landscaping must be used for one-way driveways and must be designed and constructed to prevent adjacent one-way driveways from becoming one entrance in practice. Both portions of a one-way driveway on a single lot must be separated from another one-way driveway by at least 12 feet. Both portions of a one-way driveway abutting a sidewalk must have a minimum separation of at least 18 feet and allow for 7-foot terminal ends and at least a 4-foot header in between.~~

A one-way entrance abutting a curbed, non-sidewalk section must have a minimum separation of at least 12 feet and allow for two 4-foot terminal ends separated by at least a 4-foot header.

- 2.8. *Intersection angle/radius of edge.* To the maximum extent practical, the entrance must be constructed perpendicular to the highway at the ~~a~~Access ~~p~~Point. Except where curbing exists or is proposed, the minimum radius on the edges of a ~~n~~ Access~~driveway~~ must be sufficient to allow the design vehicle to enter the ~~Access driveway~~ without encroaching into the path of existing vehicles in accordance with the MaineDOT Standard Details included in Appendix B. ~~DrivewayAccessess~~ designed for right turns only must be designed to the greatest extent possible to prohibit illegal traffic movements.
- 2.9. *Throat length.* The throat must be of sufficient length to prevent incoming vehicles from queuing back into the roadway. Access from the throat to parking or other areas is prohibited.
- 2.10. *Driveway ~~s~~Separator strips.* ~~AccessDriveway~~ separator strips must be installed between the parking area and the roadway and along the throat. The separator strip must extend away from the roadway to the greater of (1) 5 feet from the right-of-way limits, or (2) in areas where the right-of-way limits are defined by wrought portion, 7 feet from the edge of a clearly evident shoulder. The property owner must maintain any vegetation within the separator strip such that it does not interfere with the sight distance at the ~~Accessdriveway~~. In areas where sidewalks exist, curbing or wheel stops must be provided to prevent parking vehicles from interfering with pedestrian flow.
- 2.11. *Paving ~~of driveway~~.* The ~~Accessdriveway~~, including all radii, must be paved from the edge of pavement of the roadway to the road right-of-way or to the length of the design vehicle, whichever is greater.
- 2.12. *On-street parking.* Parking must meet the requirements of Town of Lisbon Code Chapter 70, Article VI, Division 3, Off-Street Parking and Loading.
- 2.13. *Turnaround area/parking.* ~~AccessesDriveways~~ will be designed such that all maneuvering and parking of any vehicles will take place outside of the road right-of-way and such that vehicles may exit the premises without backing onto the roadway or roadway shoulder. All ~~drivewayAccesses~~ must have a turnaround area with a width of at least 8 feet and a length of at least 15 feet or the length of the design vehicle, whichever is greater.
- 2.14. *Loading dock requirements.* Loading docks or other delivery areas must not be located within the road right-of-way and must be situated so that delivery vehicles do not encroach on the road right-of-way. All delivery vehicles must maneuver entirely on-site.
- 2.15. *Double frontage lots.* ~~AccessDriveways~~ for lots with double frontage on regulated roads and another public way will be restricted to the other public way, unless the planning board determines that queuing of traffic using an ~~Accessdriveway~~ off the other public way would interfere with traffic on the regulated road due to insufficient lot frontage along the other public way.
- 2.16. *Traffic signal restriction .* No proposed ~~Accessdriveway~~ will be permitted on a regulated road if the proposed ~~Accessdriveway~~ serves a development that warrants installation of a traffic signal.
- 2.17. *Mobility enhancement measures.* The ~~p~~Planning ~~B~~oard may require applicants to provide for improvement of the existing safety or mobility levels through enhancement measures if the ~~p~~Planning ~~B~~oard determines, based upon accepted traffic engineering principles, that the proposed ~~Accessdriveway~~ will significantly impact public safety or cause a reduction in posted speed.

Mobility enhancement measures include:

- A. Elimination, combination or modification of existing ~~drivewayAccesses~~;

- B. Development of frontage, backage or other service roads within the corridor to provide alternate ~~access~~ Access Points to existing ~~driveway~~ lots.

2.18. ~~Mitigation Off-site Improvements~~. If ~~the Planning Board reasonably determines that off-site improvements within the public right-of-way are required to safely accommodate a proposed Access driveway or that an altered Access will have been granted a waiver and the planning board reasonably determines, based upon accepted traffic engineering principles, that the proposed driveway will significantly have an~~ impact public safety or cause a reduction in posted speed, the ~~p~~Planning ~~b~~Board may require mitigation of traffic impacts from a proposed ~~driveway~~ Access. In making such determinations, the ~~p~~Planning ~~b~~Board may consider existing developments planned or reasonably expected on the parcel of land owned or controlled by the applicant.

If mitigation is required, applicants will be required to employ and, in some instances maintain, one or more of the mitigation techniques listed below.

~~A. Payment of a fee pursuant to Town of Lisbon Code Chapter 62, Article IV, § 62-185, Site Plan Review Impacts on Public Facilities and Services, equal to an amount necessary for the town to purchase an easement on an adjacent lot for purposes of developing a shared entrance.~~

~~B. Payment of a fee pursuant to Town of Lisbon Code Chapter 62, Article IV, § 62-185, Site Plan Review Impacts on Public Facilities and Services, equal to an amount necessary for the town to purchase easements across one or more lots for purposes of developing a frontage~~ ^[JAW3] ~~road for driveways serving subdivisions or commercial or industrial uses or parks.~~

~~CA.~~ Acceleration and/or deceleration lanes.

~~DB.~~ Medians, jug handles or turnarounds.

When mitigation measures are required, the town may require the applicant, prior to construction, to submit a performance and payment bond or certified check payable to the Town of Lisbon, in an amount and form that complies with Town of Lisbon Code Chapter 62, Article IV, § 62-185, Site Plan Review Impacts on Public Facilities and Services. In addition, the town may require that notice of conditions applicable to the driveway Access be recorded in the Androscoggin County Registry of Deeds.

2.19. *Drainage standards.*

A. *Culvert size.* The diameter of culverts within the road right-of-way will be determined by either the public works director or the MaineDOT, as appropriate.

B. *Construction and maintenance standards.* ~~Accesses~~ Driveways, on-site ditches, swales, pipes and other structures that direct runoff toward ditches or drainage systems on regulated roads must be constructed, crowned, stabilized and maintained with stable materials and appropriate erosion control measures such as permanent vegetation or stone.

C. *Mitigation.* If the proposed development poses a significant drainage risk, then the applicant must mitigate the impacts of increases in peak flow from storms into the roadway drainage system through measures specified by the public works director or MaineDOT. Mitigation measures may include on-site controls, off-site improvements, or payment of a fee pursuant to Town of Lisbon Code Chapter 62, Article IV, § 62-185, Site Plan Review Impacts on Public Facilities and Services. A "significant drainage risk" exists (a) when the applicant proposes a fixed connection to a closed drainage structure owned by the town or MaineDOT, or (b) when the public works director determines, using acceptable engineering and hydrologic principles, that: (i) the proposed ~~driveway~~ Driveway or Entrance has a grade of 10% or greater for a length of 150 feet or more draining toward the roadway, (ii) the proposed development has more than 10,000 square feet of impervious surface draining

toward the roadway, or (iii) the proposed development will substantially contribute to the failure of a downstream public facility. The applicant owner is responsible for all on-site and off-site mitigation expenses.

- D. *Retail fueling station requirements* . Applicants with ~~Accesses~~driveways for use by retail fueling stations must demonstrate that in the event of a spill, deposit of contaminants in the right-of-way will be contained.

- 3. *Waivers* . DrivewayAccess -standards may be relaxed or waived by the ~~pP~~Planning ~~bB~~Board only as provided in this section. The burden is on the applicant to show that requested waivers will meet the criteria below.

~~3.1. Standards that may not be waived~~ . ~~The sight distance standards, corner clearance standards, paving of driveway requirement, on-street parking standards, loading dock requirements, and turnaround area/parking standards.~~

~~3.1.2. Standards that may be waived~~ . ~~All other standards may be waived in accordance with the provisions of this section.~~

- ~~3.3.1.~~ *Criteria for granting waivers* . Waiver requests will only be granted if the applicant demonstrates, to the satisfaction of the town, that: (i) the waiver will not significantly detract from public safety, (ii) the proposed drivewayAccess meets the standards to the maximum extent practicable, and (iii) there is no feasible alternative.

- A. In determining that the waiver will not significantly detract from public safety, the town must consider such factors as crash rates, traffic volumes, road geometrics, types and frequency of traffic moving to and from existing uses within 1,000 feet of the proposed drivewayAccess.
- B. In determining practicability and feasibility, the town will consider the availability and cost of alternative drivewayAccess locations and designs in relation to the proposed use.
- C. In cases involving alterations or changes of use of existing accesses, the town may grant waiver requests if it determines the alteration will likely result in a net gain to public safety or will result in a reduction in the drivewayAccess's non-conformity with this section.
- D. In cases involving double frontage lots, the town will consider the length of frontage on the regulated road, the intensity of traffic generated by the proposed use, the geography along the frontage of the other public way, and the distance to the other public way.

~~3.2.4.~~ *Spacing standards waiver* . The spacing standards in Table 3 of this section may be waived only to the extent that lots of record existing as of September 6, 2011, that do not have access to another public way and do not have sufficient lot frontage to meet these spacing standards, may be allowed access if the applicant meets the following criteria, in addition to the above-referenced waiver criteria:

- A. The applicant meets the criteria of granting waivers set forth in this section.
- B. The proposed ~~access~~Access is located in an area designated for growth in the town's comprehensive plan.
- C. The proposed Access will not have an unreasonable adverse impact on the regulated road such that the speed limit must be reduced to accommodate new traffic expected to be generated.

(C.M. of 8-16-2011, V. 2011-154)

Sec. 70-536. - Dimensional requirements.

District	Minimum Road Frontage
Resource Protection	200'
Limited Residential ¹	Single family 100' Duplex 150' 100'
General Residential	Single family 100' Multi-family 50' per DU Other Uses 100'
Limited Rural Residential	200'
Rural Open Space I	Single family 300' Multi-family Up to 4 DU 300' Five + DU 300' + 75' per DU over four Other Uses 300'
Rural Open Space II	See Sec. 70-361(2)a
Rural Residential	Single family 200' Multi-family Up to 4 DU 200' Five + DU 200' + 50' per DU over four 200'
Village	50'
Commercial	200'
Industrial	200'
Diversified Development	Nonresidential 100' Residential 50' 50'
Aquifer Protection Overlay ¹¹	

NOTES:

- 1 Minimum lot sizes of 10,000 square feet in subdivisions approved during the period June 29, 1971, through March 10, 1975, under the previous ordinance, shall remain valid.
- 2 Up to two dwelling units.
- 3 Setbacks for high intensive farm use shall conform with performance standards in article VI of this chapter.
- 4 Without public water and sanitary sewer, 20,000 square feet or large enough to provide adequate on-site sewage disposal, depending on soil type and amount of water.
- 5 Front setback, the lesser of ten feet or the established uniform setback. The established uniform setback is the average of the setbacks of the structures on the two parcels to the left and the two parcels to the right of the subject parcel. Undeveloped parcels among these four shall be included in the calculation using a ten-foot setback.
- 6 Side setback for fireproof buildings, common walls permitted.
- 7 The ratio of impervious surface to total lot area shall not exceed 30 percent; except that where a stormwater management plan indicates no net stormwater runoff increase, a ratio in excess of 30 percent but not more than 60 percent may be authorized by the permitting authority.
- 8 Side setback, ten feet except where buffers are required in accordance with subsection (3).
- 9 Rear setback, 20 feet except where buffers are required in accordance with subsection (3).
- 10 Maximum lot coverage ratio, 0.60 (requires stormwater management plan if lot coverage ratio is greater than 0.40).
- 11 See section 70-564 for dimensional requirements.

(C.M. of 11-15-2011, V. 2011-208; [C.M. of 2-3-2015, V. 2015-39](#))

MEMORANDUM

TO: Lisbon Town Council

THROUGH: Diane Barnes, Town Manager

CC: Dennis Douglas, CEO
Don Fellows, Planning Board Chair

From: Ben Smith, AICP, North Star Planning *BSM*

RE: Summary of Access Management Changes

Date: October 7, 2019

The Planning Board has been reviewing proposed changes to the existing Access Management standards (Chapter 46 – Streets, Sidewalks, and Other Public Ways, Sections 133, Approval Criteria and 134, Access Management). A summary of these changes are included on the next page.

Changes to this ordinance have been a Planning Board goal since at least 2018. These changes are important to consider because several projects located in the Lisbon Village and Lisbon Falls areas have required waivers from certain requirements of this ordinance. The smaller lot and number of streets in these built up areas of town make it difficult to meet requirements related to driveway separation and distances from new driveways to street intersections.

The proposed changes also make important changes to the waiver requirements within this section of the ordinance by removing the distinction between which standards can be considered for a waiver that those that can't. In its place is wording that gives an applicant the ability to request a waiver from any of the standards in the Access Management section, but puts the burden on the applicant to show how any waiver will meet the existing criteria for granting waivers. These changes build flexibility into the ordinance but also make it clear that a strong case must be made for any waiver requested.

The Planning Board held a public hearing on these changes at the meeting on September 26, 2019. There was no public comment. After a brief overview of the changes and Board discussion, the Board voted unanimously to send the proposed changes to the Town Council with a recommendation to approve.

Changes to the current draft of Section 46-134 – Access Management include:

- Differentiating “Highway Sections” and “Village Sections” of roadways included in the Access Management regulations. This differentiation allows for reduced corner clearances in the built-up areas of Lisbon Village and Lisbon Falls. There are no changes proposed that involve adding or removing road sections from the regulations, just changing what standards would apply.
- The definition of Access now includes Driveways (low volume Access Points) and Entrances (higher volume Access points, and the Technical Standards now apply to all Accesses, unless specifically called out to apply differently to Driveways or Entrances.
- The definition of Sight Distance has been updated to move the technical description of how to measure Sight Distance to Technical Standard 2.1. This housekeeping change is suggested to keep standards out of the definitions.
- A new Driveway width is proposed to be between 12 and 20 feet. Entrance widths are not proposed to change from the existing 22 to 30 feet for less than 30% larger vehicles and 30 to 42 feet for more than 30% larger vehicles.
- Corner clearance in Highway Sections will use the existing 150 feet between an Access and an intersection, while Village Sections are proposed to have a corner clearance of 50 feet.
- Lots are limited to a single two-way Access on regulated roads. The proposed changes remove the option two curb cuts for a one-way in/one-way out system.
- Off-site improvements within the right-of-way can be required by the Board, but the options to pay a fee to the Town to do that work or purchase easements for the work have been removed, making such work the responsibility of the applicant.
- The waivers section has been changed to remove distinctions between standards that can or cannot be waived by the Board. At the same time, wording has been added to make it clear that the burden is on the applicant to show that requested waivers meet the standards in the ordinance.

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: DIANE BARNES, TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: REQUEST APPROVAL TO SOLICIT BIDS FOR A GENERATOR
DATE: DECEMBER 11, 2019

In the Capital Improvement plan for this year, we have a generator listed for the Wastewater Treatment Plant. With approval, I would like to advertise for sealed bids for the purchase and installation of a generator with an automatic transfer switch that is capable of running the entire wastewater treatment plant during an outage/emergency. We are still working on the bid-spec so at this time we anticipate advertising in January for a spring installation.

The treatment plant has never had a generator that is capable of running the entire facility during an outage. Currently a portable generator that is used for backup power at the pump stations that do not have an on-site generator is used at the treatment plant. The portable generator is only capable of providing power to the administration building, this so the effluent disinfection system stays operational. The remainder of the treatment plant is without power for the duration of an outage.

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES

FROM: RANDY CYR

SUBJECT: GRAVEL SCREEN

DATE: 12/11/2019

I am requesting the amount of \$7,300.00 to purchase a new gravel screen, the screen we had has rotted and fallen apart repairs would be too costly, funds can be taken from my equipment vehicle, and rental accounts.

Thank You

Randy Cyr

MEMO

TO: DIANE BARNES, TOWN MANAGER
FROM: KATHY MALLOY, ASSESSOR
DATE: DECEMBER 10, 2019
RE: NOVEMBER MONTHLY REPORT

- We've been working on the report for the newly enacted program, LD1713. This program will supposedly return approximately \$100 to property owners that qualified for the homestead exemption on or before April 1 of this year. This year Lisbon had over 2,000 homestead exemptions.
- We spent time working with Munis, running and reviewing reports, getting ready for next year's tax billing.
- Worked on organizing files, both paper and electronic.
- We are still processing BETR-Business Equipment Tax Reimbursement- applications. The deadline to file is December 31st so we will receive a few more before the end of the year.
- And as always, assisted taxpayers with their e-mail requests, on the phone or at the counter.

Code Enforcement

Dennis J. Douglass

Code Enforcement Officer, Building Inspector, Licensed Plumbing
Inspector, Local Health Officer

Monthly Report for November 2019

Building permits issued - 4 –

- 1 commercial (Cell Tower upgrade)
- 1 mobile home
- 1 Remodel/Addition

Electrical permits issued – 3

- 1 Mobile home
- 2 New service

Plumbing permits issued - 3

- 1 Internal plumbing – new home/remodel
- 1 New HHE200
- 1 Mobile home connection

Misc. permits issued - 1 – Roofing shingles

Planning Board :

Election of Officers – Curtis Lunt Chair, William Kuhl – Vice Chair

Accessory Dwelling Units – Ordinance work with Town Planner

Appeals Board - No cases to report.

Health Officer -

- Numerous Landlord/Tenant issues relating to heat, maintenance...



TOWN OF LISBON

Economic & Community Development

300 Lisbon Street

Lisbon, ME 04250

(207) 353-3000, ext. 122

(207) 353-3007, fax

TO: Diane Barnes, Town Manager
FROM: Brett Richardson, Economic & Community Development Director
DATE: December 10, 2019
RE: Monthly Department Report

A Warm Welcome

It was my pleasure to join the Town of Lisbon staff as Economic and Community Development Director on November 12th. I have hit the ground running, visiting local businesses, meeting with members of Town and civic boards and organizations, and getting up to speed on all the exciting developments in Lisbon. I greatly appreciate the warm welcome extended by all.

In my first three weeks, I have had the pleasure of visiting 19 businesses, met with representatives of six partner organizations, and enjoyed tours from three Town departments. Input and insights from these community leaders will continue to inform the Department's work priorities going forward.

Department Priorities for Early 2020

- Continue networking with local businesses with a goal of 24 new connections per month
- Complete and promote inventory of available properties and development priorities
- Foster collaboration with PCL, LDC, and other organizations and Departments
- Distribute Business Retention & Expansion Survey to local companies to identify business needs
- Develop Town branding and marketing strategy and budget
- Identify high priority special projects and develop targeted grant proposals with partner organizations
- Attend regional gatherings to market Lisbon's assets and attract new businesses and developers

Business Ribbon Cuttings

207 EDIBLES. Saturday, December 14 at 12pm, 580 Lisbon Street. Featuring unique CBD products created with the locally-grown premium hemp, 207 Edibles is the latest addition to Lisbon's growing retail community. The festivities will feature a ribbon cutting and special offerings, including 30% off on all purchases, fun raffles, prizes, and more.

BREWERS' BARBER COMPANY. 9 Union Street.

Owned by a local family and located in a historic storefront on Union Street, Brewer's opened in July 2019. Brewer's celebratory ribbon cutting is planned for early January 2020.



Road Trip!

On December 11, representatives from Positive Change Lisbon, Lisbon Development Committee, Town Council, and the business community attended the *Building Downtown Networks that Foster Entrepreneurship & Innovation* event hosted by Maine Downtown Center in Skowhegan. In 2020, 2-3 Maine Downtown Center communities (Main Street and Affiliates) will be selected through a competitive process for pilot projects. The pilot projects will include technical assistance from the National Main Street Center, feasibility analysis and planning support as well as access to implementation grants in 2020-2021. Lisbon is eligible to apply for these funds because our group attended this initial training in Skowhegan.

Town Council December 3, 2019

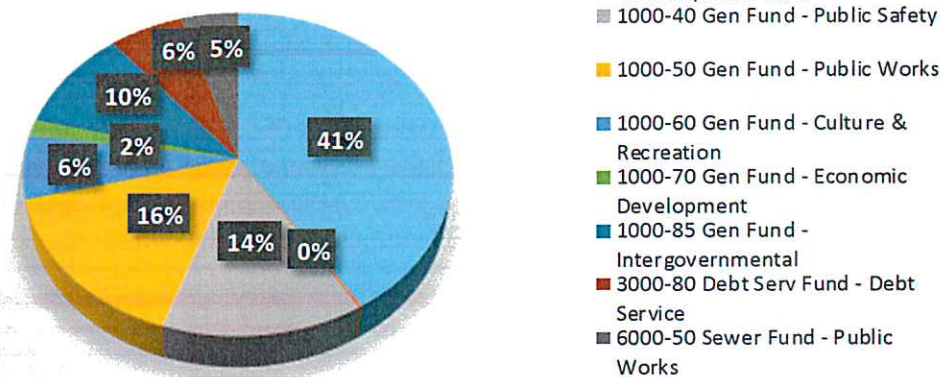
Finance Director 5 month report – July 1, 2019 through November 30, 2019

Expenses:

Budget to Actual (available budget remaining):

- Total General Fund Expenses YTD are: \$6,533,620.08. After looking at the Revised Budget, this leaves us with \$10,227,618 available.
- Total Debt Service YTD is: \$452,583.82. After looking at the Revised Budget, this leaves us with \$78,532 available.
- Total Sewer Fund YTD is: \$344,071.84. After looking at the Revised Budget, this leaves us with \$777,171 available.

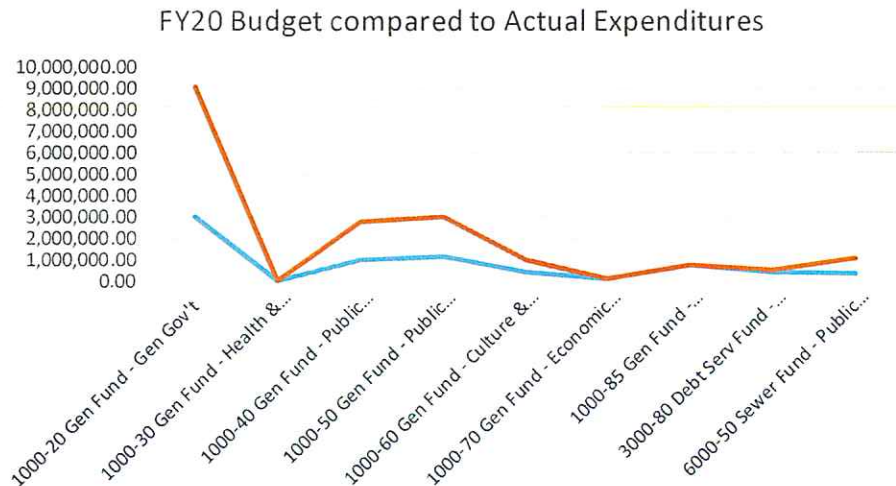
FY20 YTD Expended



Data for Pie Chart above:

Fund - Department	YTD Expended
1000-20 Gen Fund - Gen Gov't	3,008,696.42
1000-30 Gen Fund - Health & Welfare/General As	16,482.16
1000-40 Gen Fund - Public Safety	1,020,723.96
1000-50 Gen Fund - Public Works	1,159,502.86
1000-60 Gen Fund - Culture & Recreation	462,366.33
1000-70 Gen Fund - Economic Development	124,592.80
1000-85 Gen Fund - Intergovernmental	741,255.55
3000-80 Debt Serv Fund - Debt Service	452,583.82
6000-50 Sewer Fund - Public Works	344,071.84

- Overall, the General Fund – General Government is where the bulk of the YTD expenditures are coming from. In total, as of November 30, 2019, for the funds and departments listed in the chart, \$7,330,275.74 has been expended. This is also considered reasonable and within expectations. The Funds pulled for this pie chart are the standard funds that we examine each council meeting (General Fund, Debt Service Fund and Sewer Fund – also in synch with the YTD Budget PDF Report). The Grand total of expenditures from Period 1 to Period 5 is \$8,642,501.33 which includes other funds not included in the pie chart above.



Data for Line Chart above:

Funds - Departments	YTD Expended	Revised Budget
1000-20 Gen Fund - Gen Gov't	3,008,696.42	9,101,046
1000-30 Gen Fund - Health & Welfare/General As	16,482.16	44,274
1000-40 Gen Fund - Public Safety	1,020,723.96	2,799,124
1000-50 Gen Fund - Public Works	1,159,502.86	3,047,909
1000-60 Gen Fund - Culture & Recreation	462,366.33	1,008,465
1000-70 Gen Fund - Economic Development	124,592.80	104,696
1000-85 Gen Fund - Intergovernmental	741,255.55	743,148
3000-80 Debt Service Fund - Debt Service	452,583.82	531,116
6000-50 Sewer Fund - Public Works	344,071.84	1,133,504

- If we are to compare the Revised Budget (Orange Line) to the YTD Expended amounts (Blue Line) and place it into a line chart, we will see that in most areas, we are below the budgeted line.
 - There is an overlap in the line graph above at points touched upon below; for example, the General Fund Economic Development is over budget as there were line items that were expended YTD that did not have a corresponding Revised Budget line item (Brownfield and Downtown Grants).

- The 1000-85 General fund is also in line with the budget as the County Tax has already been paid. The Budgeted line item for County Tax was \$722,337 and \$722,336.65 was expended; as this line item has been fully paid, we do not expect anything further from this line item.
- 3000-80 Debt Service Fund – Debt Service is still under budget: YTD Expenditure = \$452,583.82 and Revised Budget = \$531,116.

Percentage Used:

- Overall, each Fund is right around where we expect to be around the 5 month marker. When looking at the detail YTD budget pdf report, each department is also within the percentage that we would expect to see (below 50%) at the end of the 5 month marker.
- The Debt Service Fund is showing 85.20% used. This is normal, as most of the MMBB due dates are in the fall and have been paid accordingly. I am not anticipating that this fund will go over budget given its nature.
- Grand Total across all Funds shows 47.40% Used which is reasonable.

Comparing FY20 to FY20 at Period 5:

- When looking at the percentage used through Period 5 on a comparative basis between FY19 and FY20, we are right on target and comparable to the previous fiscal year with some exceptions.
 - The General Fund – General Government is actually showing less as of the end of Period 5 in FY20 than it did at the same point in time in FY19.
 - The General Fund – Economic Development is also showing over 100% expended as certain line items within this fund do not have a corresponding budget line item (i.e. Downtown Grant and Brownfield Grant).

Funds - Departments	FY20 % Used	FY19 % Used
1000-20 Gen Fund - Gen Gov't	33.10	55.70
1000-30 Gen Fund - Health & Welfare/General		
As	40.70	53.90
1000-40 Gen Fund - Public Safety	36.80	41.40
1000 - 50 Gen Fund -Public Works	40.20	42.40
1000-60 Gen Fund - Culture & Recreation	45.90	45.80
1000-70 Gen Fund - Economic Development	119.00	45.10
1000-80 Gen Fund - Debt Service	0.00	100.00
1000-85 Gen Fund - Intergovernmental	99.70	100.00
1000-90 Gen Fund - All Other	0.00	100.00
3000-80 Debt Service Fund - Debt Service	85.20	72.40
6000-50 Sewer Fund - Public Works	31.40	35.20

Revenues:

- Revenues are in line with our projections to the budget as of the end of Period 5. The bulk of the Revenues are from Fund 1000 – General Fund which is where you will find State Revenue Sharing, Real Estate Taxes, Motor Vehicle Taxes, Homestead Exemption, Veteran's Reimbursement, etc.
 - The first half of the Real Estate Taxes came in September 2019.
 - State Revenue Sharing needs two journal entry updates to reflect on these reports properly. However, after cross checking the Bank Statements to the Maine.gov website, we are right on par with this line item. Please see chart below through November 2019 for State Revenue Sharing as indicated by the Maine.gov website.

Payment Date ▼	Revenue Sharing 1 ▼	Revenue Sharing 2 ▼	Total Amount ▼
Jul-19	67,479.86	21,532.35	89,012.21
Aug-19	55,431.34	17,580.27	73,011.61
Sep-19	61,613.62	19,541.39	81,155.01
Oct-19	79,985.88	25,369.11	105,354.99
Nov-19	61,053.60	19,364.02	80,417.62
	\$ 325,564.30	\$ 103,387.14	\$ 428,951.44

Audit Update:

- The Auditors extended our deadline for the audit to January 31, 2020 as this is how much we can extend for the School.
- The Auditors are coming back for the week of December 9th to complete their field work.
- Finance Director has been preparing and checking off the list that the Auditors' left in October for the December field work date.



Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



To: Lisbon Town Council

Department Monthly Report: November 2019

In the month of November the Fire Department responded to 45 calls for service (includes inspections, various investigations, and complaints, such as unpermitted burns). The Department responded to 10 requests for the Fire Department First Responders. Out of the 10 requested, we were canceled 7 times. The Department responded to 6 request to assist Lisbon Emergency this past month, 2 of which we were canceled on.



Year to date (November 30th), we have responded to 374 calls for service. Last year at this time, we responded to 369.

In the month of November we had 5 mutual aid requests. We were requested to the Town of Bowdoin for a structure fire on Main St, to the Town of Sabattus for a structure fire on Coyote Lane, to the Town of Durham for a wall fire on Country Lane, and we were requested twice to

the City of Lewiston for station coverage.

Training in the month of November was live fire drills. Members of the department went to the City of Auburn where we used their burn building to conduct live fire evaluations. This type of training is invaluable to the firefighters. The opportunity to use and maintain these skills is a necessity. We can no longer rely on on-the-job experiences to keep up these skills. While we were in Auburn, Durham Fire Department covered the town, returning a favor for Lisbon doing the same for them, earlier in the year.

The new engine has started production. According to our sales representative, there's a potential for a March delivery.

On top of the monthly training, members continue to do small individual trainings throughout the month. This includes operator training and equipment review.





Town of Lisbon

Fire Department

Nathan LeClair, Fire Chief



Month of November incident type break down.

Incident Type	Occurrences
Building fire	3
Fuel burner/boiler malfunction, fire confined	1
Medical assist, assist EMS crew	4
EMS Call, excluding vehicle accident with injuries	3
Motor vehicle accident with injuries	2
Motor vehicle accident with no injuries	3
Power line down	3
Water problem, other	1
Smoke or odor removal	1
Public service assistance, other	1
Public service	2
Cover assignment, moveup	2
Good intent call, other	2
Dispatched, canceled en route	10
Smoke scare, odor of smoke	1
HazMat release investigation w/no HazMat	1
System malfunction, other	2
Sprinkler activation due to malfunction	1
Smoke detector activation due to malfunction	2
Total:	45

Respectfully submitted

A handwritten signature in black ink, appearing to read "Nathan LeClair".

Nathan LeClair

Fire Chief

LIBRARY DEPARTMENT

TOWN COUNCIL /TOWN MANAGER MONTHLY REPORT

November 2019

Adult Books	1,055	Adult DVD's	302
Juvenile Books	832	Juvenile DVD's	139
Audio Books	113	Periodicals	83
ILL In	231	ILL Out	216
E-Readers Users	35	E-Reader Downloads	124
Adult Room Count	1,486	Juvenile Room Count	742
Patron Use Computers	259	New Patrons	18
Sat AM Storytime	37	Thursday PM Storytime	20
Legos Club	8	Jigsaw Puzzle Night	3
Crafts/Claudia	12	Steam Lab Program	5
Heart & Soul Daycare	33	Creative Writing Club	2
Video Game Night	2	Coloring Club	4
Reciprocal Lisbon Patrons Visit other Lib.	2 with 6 items checked	<i>Playhouse Use</i>	<i>Closed for Winter</i>
Reciprocal Patrons from other lib.visit Lisbon Lib	<i>2 with 9 items checked</i>		

*Library closed Veteran's Day, Thanksgiving Day & Friday, Nov.29

The Library Department was closed three days in November, which affected the circulation statistics. However, we were busy on the days we were open. Patrons continued to borrow materials from other libraries through the Inter Library Loan System. Area libraries also borrowed 216 items from the Lisbon Library for their patrons. The ILL System continues to be a valuable and affordable service.

The Maine Reciprocal Borrowing Pilot Program continues to move forward slowly. Two of our patrons visited the Lewiston Library and checked out six items. Two patrons from Lewiston Library visited our library and borrowed nine items. I will keep the Town Council and Town Manager informed and will share any information I receive from the Maine State Library in regards to this program.

Library staff member, Anita Marenus, retired on December 4, 2019. Anita had worked at the library for 13 years as the Inter Library Loan/Circulation Desk Assistant. Town Manager, Diane Barnes, and I reviewed our department's current and future needs and decided to promote staff member, Claudia Lemieux into the fulltime position. Claudia has been on staff for 3 ½ years and has learned a great deal about library services in that time and is ready for the challenge and duties of this Adult Services fulltime position. She and I will also work together to move adult programs forward to provide the

services the Lisbon Library patrons need and deserve. Claudia's part-time position will be reduced from its current 28 hours per week to a 20-hour weekly minimum wage position. This will help maintain the Library Department budget for the current fiscal year. The 20-hour position is currently being advertised on the Town of Lisbon's webpage. I will keep the Town Council informed with any staff changes.

The Children's Department is getting ready to host another holiday event with our Main St. neighbors. On Friday, December 20th, the library children, their families and library staff will visit the Main St. businesses to sing and offer holiday goodies to all the businesses. It has become a holiday tradition and we all look forward to this event. We will ask Chief Hagan and Town Manager, Diane Barnes to join us again this year. We invite Town Councilors to join us for the caroling and the party as well!

Respectfully submitted,
Diane I. Nadeau
Library Director

TOWN OF LISBON



Mark Stevens

Lisbon Parks & Recreation Director

18 School Street

Lisbon Falls, ME 04250

(207) 353-2289

mstevens@lisbonme.org

TO: Diane Barnes; Town Manager

SUBJECT: November 2019 Report

DATE: December 11, 2019

We offered wreath making classes at the Beaver Park Lodge in November and December. Cherie and I spent a few days in the park cutting boughs for the classes. This year it was featured on the front page of the Sun Journal.

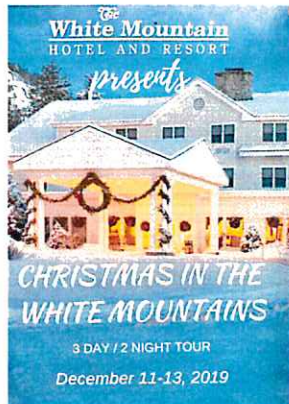


We have been interviewing possible candidates to replace Joe Bisson, who resigned in November. It has been challenging because of the current job market climate. Looking for the right person who has experience and who has the potential to grow with our department. We have a lot of un-done projects and tasks to complete before snow falls.

We currently have 112 boys and girls registered to play basketball. The participants range from K-6 grades. The practices are held Monday – Thursday and games are on Saturdays. We are taking registrations for ski lessons now.

We have 80 tickets sold for the DARE/REC Disney on Ice Show and the Cross Insurance Arena in Portland on December 21st.

Aline and the Sunshine Hill Group prepared Thanksgiving dinner to anyone who wanted to attend on the Friday before the Holiday. 80 people enjoyed turkey, potatoes, stuffing, squash, carrots, and a variety of homemade pies. We appreciate our senior volunteers. They work with us all year preparing food and serving on each Friday.



Aline left this morning with 26 others for a 3 day trip the White Mountains.

Dicky Nadeau resigned from the Conservation Commission. We appreciate his service the past several years.



Lisbon Police Department

A Community Policing Agency

300 Lisbon St.
Lisbon, ME 04250

Marc R. Hagan
Chief of Police

Report to Council
December 2019
Police Department

In the month of November, the police department received 891 requests for police assistance. There were a total of 57 criminal investigations, and 18 persons were arrested or charged with criminal violations. There were a total of 21 motor vehicle crashes, and 121 motor vehicle stops occurred during directed traffic enforcement details.

Though this is the report on the department's actions in November, we would be remiss if not mentioning the manner in which we closed out October (which did not make the last update). On October 31st several members of the police department assisted with the Lisbon Recreation Centers Halloween Event at the MTM Center. The weather looked foul, which forced the party inside, but also drew a larger than expected number of participants. I believe the final numbers included 250 bags of kettle corn and 500 hot dogs served, as well as 600 glow sticks handed out. Fun was had by all and PD members were fortunate to be able to take part once again in this annual event.

November saw the return of "No Shave November/December" for the Police Department. Officers are once again paying \$40 per month for the opportunity to forego shaving for a few weeks. Last year a total of \$900 was raised to support the Lisbon Area Christian Outreach. This year all participants donations, with financial assistance from the Lisbon Police Officers Association, we will be purchasing vouchers for heating oil or propane for families in need. The final tallies are not in yet but we believe a similar amount of money will be raised for this year's venture.

Other items keeping our personnel busy in November included: *the reorganization of the Police Department supervisory makeup. The department is returning to the more traditional Chief, Lieutenant, and two Patrol Sergeant system. This system will allow for greater coverage, communication, and coordination within the department, without any additional cost. *Several members of the department are now preparing themselves for the promotional processes for the open Lieutenant, and Sergeants positions, which is always an exciting time in any organization. *the Chief also spent roughly two weeks as "Acting Town Manager" during TM Barnes vacation out of the country. Luckily few decisions were required during that time period and the Town remained intact upon her return. ☺ No further information at this time.

Thank you.

Marc R. Hagan
Chief of Police

MEMORANDUM FROM THE PUBLIC WORKS DIRECTOR

TO: DIANE BARNES, TOWN MANAGER
FROM: RANDY CYR
SUBJECT: NOVEMBER, 2019 MONTHLY REPORT
DATE: DECEMBER 11, 2019

Public Works – In the month of November there were several projects going on as well as auctioning and investigating resident and dispatch calls for potholes, ditching and drainage issues, lights and crosswalk as well as policing up trash. Also, spent time cleaning and touching up on few areas recently paved mainly cleaning up the mess on Alora Street and also finished laying curbing at Alora Street and Cross. Patched basins on Ferry Road. Continued prepping all equipment for winter operations, changing blades, painting plows, greasing and maintenance checks to ensure 100% serviceability. Received and unloaded bus shelters and verified parts. Cleaned up around the shop as usual for cleanliness and organization. Cleaned up on the streets from the wind storm. Had our first storm to respond to which Randy and Buttons thoroughly dissected each route after and identified any discrepancies with the driver for maintain better future operations.

Besides their normal daily duties, employees also attended Health trust meeting for medical Insurance and also attended Chainsaw Safety to maintain compliance. Also assisted parks and rec by allowing them to utilize an employee while they are short staffed.

Also had two employees, Public Works Alfred and Transfer Station William who took their CDL test and both received their liscence.

Mechanics continued working on vehicles/equipment to ensure inspections were completed and safe for operation.

Transfer Station - Below is a summary of the items shipped during the past month.

<u>Item</u>	<u>Tonnage</u>
Single Stream	5.04
Trash	217.7
Bulky Waste	25.01
Wood	22.68
Brush	14.08
Compost	55.31
Freon	35 units
Cardboard	20.56 ton @ \$20/ton = \$ 411.20 Revenue

MEMORANDUM FROM THE SEWER SUPERINTENDENT

TO: DIANE BARNES, TOWN MANAGER
FROM: STEVE AIEVOLI
SUBJECT: NOVEMBER 2019 MONTHLY REPORT
DATE: DECEMBER 9, 2019

Below is a summary of the activities beyond the typical sewer system and treatment plant maintenance completed this month.

- Started Fall clean up of the treatment plant grounds.
- Replaced one of the emergency lights in the Headworks Building
- Dealt with a big clog in the Headworks Building Grit System
- Patriot Mechanical inspected the boilers
- Repaired the manhole at intersection of Rt. 196 and Mill Street
- Repaired the manhole at the intersection of Marshall Street and Matthew Street
- Issue with the brush on the Lakeside Screen in the Headworks Building
- All cross-country lines inspected this month

Please contact me if you have any questions.

**TOWN CLERK AND
ELECTION DEPARTMENT
NOVEMBER / DECEMBER 2019**

Dog Licenses: Dog tags for 2020 are being sold. 36 dogs were licensed in November. Remember you can register your dog on-line now at www.doglicensing.com. There is a link on the Town Clerk's web page if you need it. License(s) expire annually December 31 and late fees begin after January 31. Male/Female dogs are \$6.00 and Spayed/Neutered dogs are \$11. After January 31 you need to add the automatic late fee of \$25 per dog as well. We held a Rabies Clinic at the Lisbon Road Animal Hospital on December 7. The fee was \$20.

Vital Records: Vital record copies were scanned and attached to the Electronic Marriage Registration system database. Marriage licenses are electronically issued now and certificates are printed from the database. Deaths and births continue to be filed electronically through the State's Electronic Death Registration System.

Meetings & Workshops: The meeting minutes of the Town Council were transcribed and posted on-line. The Council Inauguration went well with a few citizens in the audience. Councilors Lunt, Ganong, and Fellows were sworn into office. School Committee Members Traci Austin and Kelli Rogers, along with Water Commissioner James Lemieux were sworn in prior to the meeting. Councilor Ward was elected by his peers as Council Chairman and Councilor Albert as Council Vice Chairman. The Planning Board meeting minutes were transcribed by Lisa Smith, Deputy Clerk and posted on-line.

Election Update: 1,093 voted in the November 2019 Election. Voter registration cards continue to arrive weekly from motor vehicle, along with deletion notices. 174 voter registration cards were processed. 16 Voters moved out of town. 30 moved into town. 21 Cancelled, and 107 changed information. All have been updated in the Central Voter Registration System. The incoming voter list was okay to open so we begin the process of entering voter history into each voter's record indicating that the voter had voted on 11-05-2019. 134 Absentees were requested in 2019, and 122 were returned. About 50 voter registration cards were processed for this November Election; all were scanned and filed.

The Presidential Primary will be held on March 3, 2020. Programing has been initiated and election workers will be hired soon. The gym has been reserved. There will be a state referendum question on the ballot for March 3 for Question 1- People's Veto: Do you want to reject the new law that removes religious and philosophical exemptions to requiring immunization against certain communicable diseases for students to attend schools and colleges and for employees of nursery schools and health care facilities?

Projects Update: The current codification supplement has just been completed. New changes to be adopted will be sent to Municipal Code Corporation for codification. The last update will be authorized late February or early March to be completed by June 30. All changes are posted online for quick reference pending codification.

The archiving of Council Meeting Minutes on Clerkbases is about 80% completed, with uploading video files left to be done. All the attachments and minutes have been uploaded.

The vital records project, which contains the restoration of 4 volumes by Kofile, is about half way completed and expected to be done on time.